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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

July 12, 2002

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, July 12, 2002 at 2:00 p.m. at the St. Albans Branch Library.

The following members were present:

Mr. Albert	Mr. Ray
Dr. Bailey	Mr. Reustle
Dr. Byrd	Mr. Rolston
Ms. Chilton	Mrs. Rugeley
Mr. Kauffelt	Ms. Tarr

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Angie Cash, Administrative Assistant.

Dr. Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed the library staff and the following guests: Mr. Pete Thaw, Board of Education member, Ms. Carol Quillen, former St. Albans Branch

Advisory Board member, Ms. Helen Warren, St. Albans Vice Mayor, Mr. and Mrs. George Delforge, family of Jim Delforge.

Dr. Bailey then recognized each of the Board members in attendance at the meeting.

Approval of Minutes. Upon motion by Ms. Chilton, seconded by Mrs. Rugeley and unanimously carried, the minutes of the June 10, 2002 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, the payment of Book Bills in the amount of $93,605.40 and General Bills in the amount of $125,416.79 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $541.98 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, it was ordered that the bills set out on the said list be paid.

REPORTS OF COMMITTEES:

1. Nominating Committee. Mrs. Rugeley reported that the Nominating Committee recommends the following slate of officers for 2002/2003:

- Dr. Kenneth Bailey – President
- Ms. Pamela Tarr – First Vice President
- Ms. Caroline Cloer – Second Vice President
- Ms. Linda G. Wright – Secretary/Treasurer
- Dr. Fred Ranson – Assistant Secretary/Treasurer

There being no nominations from the floor, upon motion by Mr. Kauffelt, seconded by Mrs. Rugeley the above-named officers were elected by acclamation.

NEW BUSINESS.

1. Anniversaries. Dr. Bailey congratulated the St. Albans branch on their fifty-year milestone and the Elk Valley branch on their twenty-five year milestone.

Dr Bailey read the following resolution:

WHEREAS, The first St. Albans Library was established on June 29, 1952 as a project initiated by the St. Albans branch of the American Association of University Women; and

WHEREAS, The first St. Albans Library was housed in the old Gray's Confectionary building at 604 Fourth Street and was open 12 hours per week and was staffed by 34 volunteer women; and

WHEREAS, In 1962 the St. Albans library became the first branch of the Kanawha County Public Library; and

WHEREAS, The community determined in 1962 that a new library facility was needed and initiated fund raising for the project; and

WHEREAS, On March 1, 1963 Lady Bird Johnson came to participate in a groundbreaking ceremony for the new library which opened in December of that year; and

WHEREAS, Another community fund raising effort was undertaken and a second floor was added to the facility in 1971; and

WHEREAS, The St. Albans Public Library has provided high quality library services to thousands of area residents over the past fifty years;

NOW, THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library commends and congratulates all the residents who have served on the St. Albans Library Board and all the people who have worked as members of the staff of the St. Albans Library over the past fifty years.

Upon motion by Mrs. Rugeley, seconded by Mr. Ray and unanimously carried, the above resolution was adopted.

Dr. Bailey read the following resolution:

WHEREAS, A citizen group, the Elk Valley Library Association, was formed in 1974 to raise money for a library building; and

WHEREAS, Through community fund raising and grants from the West Virginia Library Commission and the Kanawha County Commission, the Association purchased and remodeled the former Big Chimney Baptist Church; and

WHEREAS, The Elk Valley Public Library has provided high quality library services to thousands of area residents over the past twenty-five years;

NOW, THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library commends and congratulates all the residents who have served on the Elk Valley Library Board and all the people who have worked as members of the staff of the Elk Valley Public Library over the past twenty-five years.

Upon motion by Mrs. Rugeley, seconded by Mr. Ray and unanimously carried, the above resolution was adopted.

ANNUAL REPORT AND STAFF PRESENTATIONS:

Ms. Wright highlighted the annual report via a PowerPoint presentation. A copy of the annual report is attached to the minutes of this meeting.

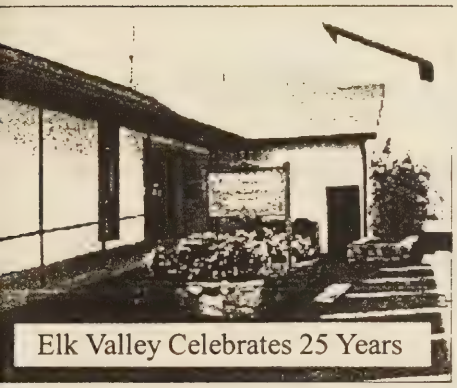
Staff members along with guest, Ms. Eleanor Keanan, former St. Albans Branch Advisory Board member, then made presentations highlighting the past fifty years at the St. Albans Branch Library, Programming and Collection Management.

The meeting was adjourned and everyone was invited to stay for refreshments.

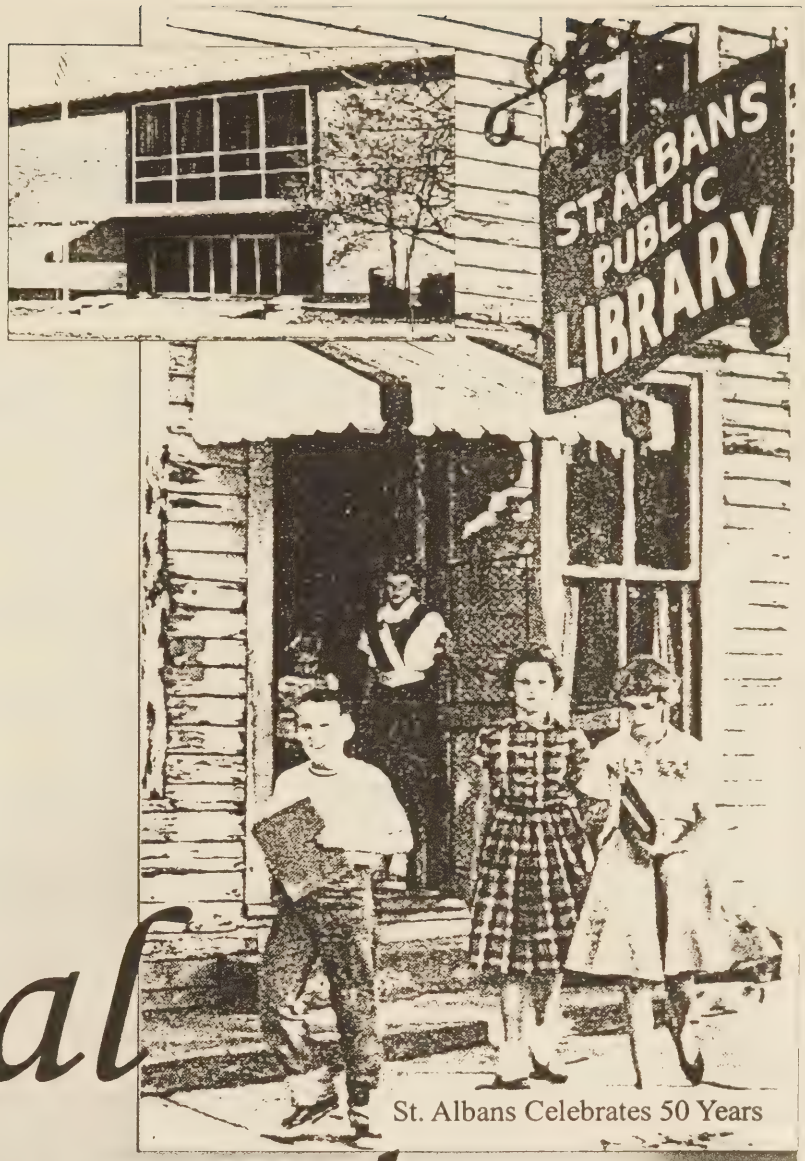
Kenneth R. Bailey
President

Linda J. Wright
Secretary

Kanawha County Public Library system



Elk Valley Celebrates 25 Years



St. Albans Celebrates 50 Years

Annual Report

2001-2002

The Xtreme Science! Library Adventure

Summer Library Club

ONLINE BOOK CLUB

BRITTON SUMMER READING CLUB

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Vision:

We envision the Kanawha County Public Library as the people's premier source of information in a community where learning and reading are revered and being well informed is valued.

Mission:

The mission of the Kanawha County Public Library system is:

- To provide free, equal and uncensored access to information
- To provide citizens with job training and career development information that will prepare them for a competitive job market
- To enrich individual and family lives through satisfying educational, recreational and cultural experiences
- To enable patrons to access new information technology
- To provide opportunities for lifelong learning
- To serve as the center of community life
- To use available resources efficiently
- To seek additional resources

Kanawha County Public Library system

Board of Directors

Kenneth Bailey, President
Pamela D. Tarr, First Vice President
Caroline Cloer, Second Vice President

Michael Albert
Charlene Byrd
Nelle Chilton
Karen Gage
T. D. Kauffelt
Jennifer Pauer
Susan Poffenbarger
Walter Price III
John L. Ray
Harry Reustle
Darrell Rolston
Virginia Rugeley
Angelia Russell
Parker K. Smith, Jr.
Jerie Whitehead

Linda G. Wright, Library Director

Library Staff

Abbott, Pat
Allen, Mary
Anderson, Carol
Anderson, Karen
Andrews, Jean
Arey, Amy
Arnett, Karen
Arnold, Monica
Barney, Lynn
Bell, Bill
Bennett, Debbie
Bergeron, Patty
Blessing, Toni
Boggess, John
Bosley, Angela
Bradshaw, Olivia
Bravo, Olivia
Brooks, Willie
Brumfield, Linda
Burgess, Bernice
Burgess, Mary
Burgess, Sara
Carr, Melissa
Cash, Angie
Childers, Eddie
Christman, Carol
Christman, Janet
Clark, Garnett
Cook, Todd
Cunningham, Sandra
Dailey, Matthew
Dankovich, Kim
Daugherty, Tom
Dawson, Penny
Decker, Sheryl
Duncan, Judy
Eck, Samantha
Ellis, Jennifer
Falin, Lori
Farley, Yvonne
Feldman, Peggy
Ferguson, Denise
Ferrell, Betsi
Ferrill, Kay
Finney, Ronnie
Flowers, Nancy
Foster, Teresa
Fraser, Elizabeth
Frercks, Sandy
Garbosky, Al
Geiger, Beverly
Gibson, Robert
Gibson, Theresa
Glasko, Heather
Grose, Carol
Guthrie, Kelly
Gwinn, Paul
Hacker, Pam
Hall, Tina
Hansford, Marian
Harper, Betty Jane
Harper, Jessica
Harper, Susan
Harris, Phyllis
Harrison, Gail
Henstock, Marilyn
Herndon, Bridget
Hicks, Jane
Hiner, Dottie
Holstein, Susanna
Huffman, Terry
Hughes, Jane
Irving, Linda
Jackson, David
Jackson, Velma
Jaggers, Sharon
Jones, Carrie
Kay, Kathy
Keeling, Terry
Kelly, Karen
Kenyon, Peggy
Kidd, Jenifer
Kidd, Kevin
Koenitzer, Tracey
Lacaria, Linda
Lane, Cindy
Lanham, Becky
Lawrence, Linda
Lindberg, Ethel
Lloyd, Travis
Lucas, Mary Lou
Mack, Lisa
Marslender, Dan
May, Pam
McDougal, Terri
McGarrity, Margaret
McGraw, Nancy
McGucken, Mary
McKnight, Joe
McNeely, Donna
Merriken, Gail
Milam, Pamala
Miller, Angie
Miller, Cindy
Miller, Linda
Mills, Joycelyn
Morris, Lucy
Mullins, Marsha
Mundy, Louise
Murphy, Danny
Murphy, Susan
Naylor, Jean
Parker, Tammy
Patton, Sharon
Payne, Lois
Pennington, Kelly
Phillips, Annette
Phillips, Laura
Pickens, Henry
Polak, Judy
Proctor, Wanda
Ranson, Fred
Raynes, Darla
Raynes, Don
Reger, Pam
Reynolds, Darlene
Reynolds, Greg
Reynolds, John
Rhodes, Wayne
Riecks, Alice
Roark, Mickey
Roberts, Amanda
Ross, Jerry
Saluta, Jane
Samples, Vicky
Sanson, Helen
Savage, Mary
Saylor, Susan
Schau, David
Schles, Jean
Schroeder, Marilyn
Scott, Stacy
Shafer, Faye
Sias, Jennifer
Simmons, Elizabeth
Simms, David
Smyth, Shirley
Spiegler, Julie
Stewart, Stephanie
Stout, Sam
Straughter, Barbara
Talbert, Anita
Taylor, Marsha
Taylor, Mary Ann
Toler, Micah
Tolliver, Jeanne
Toney, Judith
Triplett, Peggy
Truluck, Norma
Tuitt, Charles
Wallace, Traletta
Ward, Lora
Ward, Paula
Webb, Kristi
Wells, Sandra
Williams, David
Williams, Joshua
Williams, Joyce
Wright, Linda
Wright, Sara Sue
Zirk, Donna

2001/2002 Statistics

Total Patrons Registered as of June 30, 2002.....96,962

Total Items in the Collection as of June 30, 2002.....596,566

During the 2001/2002 Fiscal Year:

Items Circulated.....1,001,338 *

Patron Visits to Libraries.....1,126,536

Items Requested by Other Library Systems

from KCPL through Interlibrary Loan.....3,063

Directional, Information and Reference Questions Answered.....292,544

Number of Computer Users.....100,305

Number of Children's Programs Conducted.....345

Number of Children Attending Children's Programs.....7,139

Number of Staff Visits to Schools/Daycare Centers.....561

Number of Children Attending School/Daycare Visits.....21,763

Number of School Classes Touring Libraries.....663

Number of People Using Public Meeting Rooms.....9,824

Number of Volunteer Hours:

Provided by Young Adults.....4,533

Provided by Adults.....1,578

*Includes in - house usage

Facilities Highlights

- The Partnership of architectural firms, ZMM, Inc. and K. R. Montgomery and Associates, was selected for the new Main Library project. A Site Selection committee for the new Main Library was formed, and the committee began to work with the architects on the site selection process. A building program was written for the new Main Library. Ideas for the new building were solicited from staff through six brainstorming sessions. A number of presentations were made to community groups about the need for a new facility.

- The Main Library's Audiovisual Department was expanded by 800 square feet. The Main Library's Teen Zone area was relocated to a corner of the expanded Audiovisual Department.

- The Main Library's Children's Department was recarpeted and some furniture and computers were rearranged to improve patron service. Additional educational toys were purchased for use in the picture book area.

- The architectural plans were completed to expand the Clendenin Branch Library.

- Various concerns that arose from September 11 were handled with the development of new policies and procedures.

- The presence of security officers at locations throughout the branch system on a scheduled basis has proved to be very helpful.

- The Control Room on the lower level of the Main Library was renovated, including the installation of a new drive up-window. The renovations have improved the efficiency of the various tasks performed at this service point.

- Elk Valley staff turned a small meeting room on the lower level into a staff workroom Previously all work had to be done in the public area. Now they prepare books for the book sale, process new books, prepare for programs and craft activities, and are able to perform many other tasks much more efficiently.

- The addition of new shelving units on the main floor at Elk Valley has provided space to house items for re-shelving, as well as space to display new Young Adult and Children's titles. An added bonus is that the floor space was freed up by the new arrangement, allowing the area to look more spacious. Also book trucks that formerly held items to be shelved are now used for self-service holds.

- The parking area was significantly enlarged at the St. Albans branch due to the generosity and the work of the St. Albans Library Board.

Technology Highlights

- To improve network performance for the staff, a gigabit Ethernet card was installed in the Unix server in August. This interface connects to the server at 1000 megabits per second as compared to 100 megabits per second on the card that came installed on the server. A fiber optic link was installed at the Main Library between the lower level and the computer room on the fifth floor. This bumped the network traffic from 10 megabits to 1000 megabits between these two points. A new switch was installed in the computer room on the fifth floor. This switch houses several gigabit cards linking several switches and servers together via fiber and cat5 cabling.

- The Novell server was upgraded with two additional gigabits of RAM (memory) , a second 36 Gig hard drive, and a 1 Gigabit Ethernet LAN card.

- The first Sirsi software upgrade was done in September when we migrated from Release 99.4.2 to Release 2002. The upgrade went very smoothly compared to upgrades done on our previous library automation system.

- Software upgrades were done on all of the computers received from the Gates Library Foundation Grant. In addition, anti-virus software was installed on each Gates PC.

- Flat screen monitors were purchased and installed for computers at public services desks throughout the system. These monitors save considerable space and have received much positive public comment.

- A second technician position was added to the Automation Department during this fiscal year, and the West Virginia Library Commission technician position stationed at KCPL was upgraded to full time.

- BlackBaud accounting software was installed in the Accounting Department. This software will enable KCPL to generate a comprehensive financial statement.

- The length of time to process audiovisual materials in the Technical Services Department was substantially shortened.

- iBistro's (and WorkFlow's) ability to display special lists of materials was incorporated to allow these materials to be linked directly to the catalog record and holdings to patrons and staff at various places in the on-line catalog. This new feature has highlighted special offerings, book clubs, and special events and brings both patrons and staff into our on-line catalog. It also allows for ease of placing holds on selected materials.

- The Order Section set up special and foundation funds in the Sirsi acquisitions module in such a way that allows staff to see the current status of a donation. With proper settings they can see the donation made, bookplate information, titles ordered, the actual cost of the material(s) and the amount remaining to be spent. This has greatly enhanced the efficiency of the whole process.

- Several additional school libraries were automated using KCPL's SIRSI account.

Collection Management Highlights

- The Collection Management Guidelines were completed. This multi-year project has established comprehensive collection development parameters for each section of the collection for each public service unit. A series of workshops was held this spring to introduce these guidelines to the staff who will use these guidelines as they select materials for the collection.

- Technical Services finished the conversion/re-cataloging of the regular reference collection in Room 97 (Overflow) and have also finished the same process for the circulating overflow collection up to the point where the Reference Department has completed its work.

- Juvenile replacement titles totaling $25,000 were ordered for the system as a result of the first phase of the Children's Services Collection Improvement project. Among books targeted in this project were picture books with 100 or more circulations, beginning readers, and juvenile fiction books with 40 or more circulations. Feedback from both patrons and staff has been very positive concerning these replacement efforts.

- A continuous order plan was begun with recorded books for both books-on-cassette and books-on-CD.

- The DVD collection grew substantially in size this past year as the demand for this format has grown.

- The recataloging project of the music cassette collection was completed.

- Work continued on the "all ages project" to change this status in SIRSI to reflect more accurately an appropriate age group for the titles at this status.

- The number of subscriptions to on-line electronic information databases was increased. Some of these databases can be accessed remotely from schools, homes or offices. Some of the databases that were added are Ancestry Plus, Authors 4 Teens, Online Book Club and Title Source II.

- The juvenile CD-ROMS from the Audiovisual Department collection were transferred to the Children's Department at the Main Library.

Operations Highlights

- Considerable staff time was expended to develop various ways of increasing usage and circulation. One direct result was an increased attention to the display and marketing of materials to the public.

- Efforts were made to organize a chapter of the Friends of the Library at the Riverside Library.

- The Riverside Library continued to improve integration of the library into the school's curriculum. The number of class visits increased substantially this past year with an average of 45 classes of over 800 students visiting the library each month during the school year.

- Cross Lanes offered a "quiet study zone" in the meeting room on the days prior to the spring exams at the local middle school and high school to help those students who may not have a quiet place to study at home.

- A Kids Connection task force was organized and began to work to streamline and improve youth services systemwide.

- A subscription was begun in January for the On-Line Book Club. Over 350 people signed up in the first month to have chapters of books e-mailed to them. Patrons can chose from up to seven different categories of books.

- Over 200 teacher collections consisting of nearly 5000 books for classroom use were selected and processed by the Children's Services Department staff members.

- For the first time the feature in the SIRSI software to record "in-house" use was implemented. Over 65,000 items from the collection were used by patrons in the various library locations.

Programming Highlights

- This year a first effort was made to organize a young writers group at Elk Valley. The group remained strong throughout the year, with 10-15 members attending meetings. The final product of a booklet of their writing and a final event, a Young Writers Reception, were both very well-received by the writers and patrons.

- The Sunday Jams music series continued at the Main Library with five very successful concerts held Sunday afternoons in February and March.

- Homebound services offered through the Circulation Department at the Main Library expanded to serve more patrons and institutions.

- The first adult summer reading program was held during the summer of 2001. The Britton Summer Reading club was made possible by a bequest. Over 380 adults enrolled in the program.

- The library system continued to offer adult programs with a different focus each quarter. The most popular area of interest this past year was a series of programs with genealogy as the theme. Over 175 people attended the various programs offered around the system on this theme.

- The fourth annual Street Fair was held on June 22. This was the best attended of these events to date with an estimate of 5000 people in attendance.

- The children's summer library club was substantially revised and a new summer library club format was introduced in the summer of 2001. Just over 2600 children enrolled in the "Extreme Science Library Adventure" and read over 73,000 books during the eight weeks of the program. Over 800 children read 50 books or more.

- The VolunTEEN program continued to be quite successul. During the summer of 2001 almost 200 teens were involved in the program and volunteered almost 5000 hours of service throughout the library system.

- A new book discussion group was begun at the Main Library in January. The series "Against All Odds" focused on women's stories of courage and had a very good response. A book discussion group also began to meet at the St. Albans Branch.

- Riverside introduced a series of family programs on Thursday evenings. These programs were well attended.

School & Community Outreach Highlights

- An electronic information kiosk was installed in the new Schoenbaum Family Enrichment Center located on Patrick Street in Charleston.

- Elk Valley continues to develop community ties through outreach to a variety of agencies and events. Library card signups were held at the new Krogers and the Elk River Community Center, read -alouds were given at the Meadowbrook Nursing Home, visits made to faculty senates, and elementary schools and daycares were visited monthly.

- Visits to elementary schools throughout the school year were made by branch library staff members. Children's librarians from the Main Library continued to visit daycares and classrooms around the county to promote reading. Over 560 classrooms with almost 22,000 students were visited during the year.

- Marmet worked with a local Christian school and daycares in the Marmet area and these children now visit the library monthly. Because of the significant space constraints at Marmet, groups are allowed to come to the library before the regular opening time so the children can select items before going to the Marmet Town Hall for programs.

- Sissonville participated in Sissonville High School orientation (in-coming 9th graders) and registered about 125 students for new library cards. Other branches in the system participated in various school open houses to inform students and parents about library services.

- The Bookmobile staff made improvements in the announcement of new stops by creating bookmarks and signs to place in the community where each new stop is located.

- The library system participated in a number of community events, i.e. Community Day and Around the World programs at Sunrise Museum, Kanawha County Fair, Marmet Labor Day parade, Clendenin Summerfest, Mountain State Business and Trade Show, Small Business Trade Fair and Thomas Hospital Safety Fair. The Bookmobile and/or the mascot, the Library Lynx, were a part of many of these events.

Human Resources Highlights

- The project to update job descriptions throughout the system was completed.

- Forty positions were filled during the year including the Assistant Public Services Manager position.

- Seventy-seven staff members participated in various types of Sirsi training during the course of the year.

- Ten staff members attended the West Virginia Library Association Annual Conference in the fall.

- Thirty-two staff members attended the West Virginia Library Association Spring workshops in April.

– Eight staff members and one Board member attended the Public Library Association National Conference in Phoenix, AZ, in March.

- Four staff members attended the annual conference of the American Library Association in Atlanta in June.

- One hundred and thirty two staff members attended the annual Staff Development Day which was held again at the John XXIII Pastoral Center in November. A variety of workshops were presented by both internal and external sources. Yvonne Farley, Reference Department, the Audiovisual staff, Terri McDougal, Children's Department, Linda Miller, Public Services Department and Linda Wright, Director all gave presentations.

- Almost 50 staff members participated in a two-part workshop on time management.

- The Reference and Circulation Departments at the Main Library completed an intensive series of six reader's advisory classes.

The Library Foundation of Kanawha County, Inc.

Friends of The Library Foundation

-The development of the Friends of the Library Committee of the Library Foundation continued by recruiting new members to the organization, and volunteers to help with various library events.

West Virginia Book Festival

-A very successful first ever statewide Book Festival was held in October 2001 at the Civic Center which more than 7,000 people attended. Plans for the second Festival are well underway for October 11-12.

2002 West Virginia Book Festival Contributors (as of June 21, 2001)

- West Virginia Humanities Council awarded a grant for $14,683.47
- West Virginia Division of Tourism awarded a grant for $13,083.40
- West Virginia Center for the Book awarded a grant for $2,500
- Jackson & Kelly PLLC contributed $6,000
- Marshall University Graduate College contributed $6,000
- McJunkin Corporation contributed $3,500
- BB&T contributed $2,500
- United National Bank contributed $1,000

In-Kind Contributors

- Charleston Newspapers in advertising and printing $21,000
- WCHS TV $5,000 in advertising;
- The Charleston Gazette for programming
- The Library Foundation and Kanawha County Public Library system also contribute significantly to the festival

Summer Library Club

- The sponsorships for the 2001 Summer Library Club increased, and the following organizations or individuals contributed:

  The Charleston Gazette, Kanawha Valley Advertising, Mary Jo Brick, Flexsys America, Bailey & Glasser LLP

2001 Annual Fund

- Nearly $35,000 was raised through the 2001 Annual Fund campaign.

Clendenin Expansion Project

- The Clendenin community successfully met the challenge put forth by The Greater Kanawha Valley Foundation by raising $25,000 to receive $20,000. A grant was received from The Bernard H. & Blanche E. Jacobson Foundation for $15,000.

The Library Foundation of Kanawha County, Inc. Continued...

Family Enrichment Center

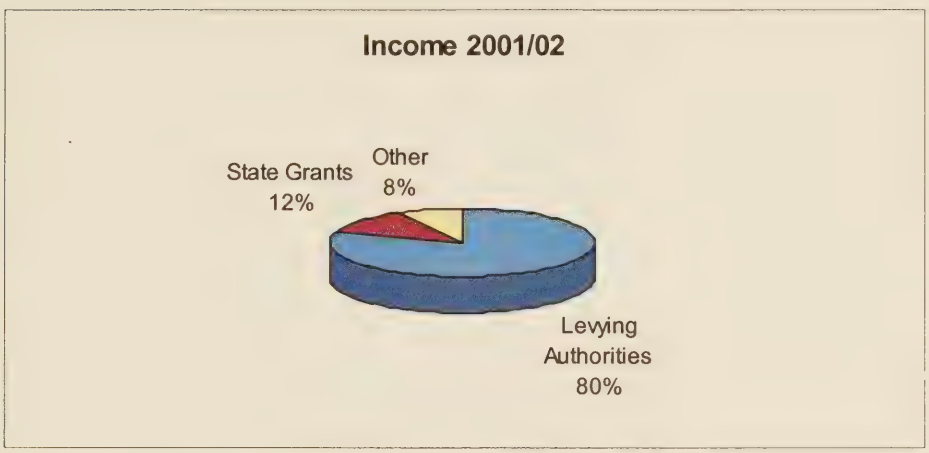
- A grant of $15,000 was received from Verizon to assist with the purchase of an electronic information kiosk that was placed at the Center.

Bequests Received:

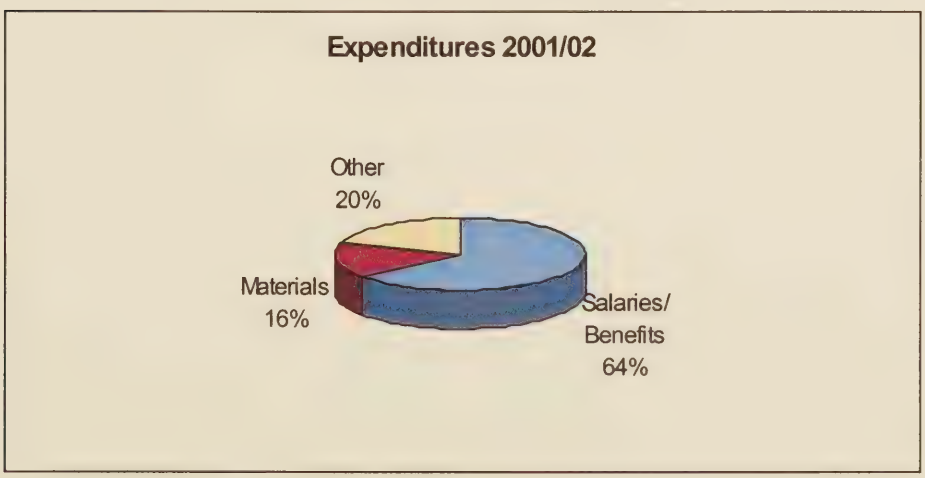
Anna L. Lewis - $10,000
Mose Slutsky - $1,000

KANAWHA COUNTY PUBLIC LIBRARY
BUDGET FOR
FISCAL YEAR 2001/02

Levying Authorities	**$4,993,956**
State Grants	**$720,005**
Other	**$507,823**
Total	**$6,221,784**



Salaries/Benefits	**$4,008,032**
Materials	**$1,000,000**
Other	**$1,213,752**
Total	**$6,221,784**



MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 12, 2002

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 12, 2002 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Pauer
Dr. Bailey	Ms. Poffenbarger
Ms. Cloer	Mr. Rolston
Ms. Gage	Ms. Russell
Mr. Kauffelt	Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager, Ms. Marilyn Schroeder, Assistant Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Ms. Gage, seconded by Mr. Albert and unanimously carried, the Minutes of the Annual meeting held July 12, 2002 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Gage, seconded by Mr. Albert, and unanimously carried, the payment of General Bills in the amount of $161,621.40 and Book Bills in the amount of $57,768.76 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,976.95 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of July. Included were the following:

The new fiscal year has begun with a very, very busy July. Just over 109,000 items were checked out last month, a 10% increase over last July. We believe this increase is directly related to the popularity of the children's summer reading program, "Naturally Wild". Children who read 50 books earned a t-shirt and an invitation to attend the "Oceans in Motion" programs that were held at the Main Library and at Cross Lanes and Riverside. This program was brought in from the Virginia Marine Science Museum. This program and the t-shirt incentive caused a burst of activity as children worked to meet the goal. The program was very popular: 425 children and adults attended the Main Library program and 380 and 450 people attended the program at Cross Lanes and Riverside. All three television stations and the Charleston Gazette covered the program. This year's summer reading program was a tremendous success as all locations are reporting more children enrolled in the program and more completing the 50 books. The

staff involved in planning the program and the many staff that worked with the children over the summer are to be commended for the great work they did.

The Charleston Gazette ran feature stories on Elk Valley and the development of the branch libraries and another story on the Riverside Library, as it has been three years since this unique facility opened.

The library had a booth at the Senior Expo that was held at the Civic Center. 40 new library card applications were received during this event.

The Elk Valley Branch Library's advisory board hosted a very successful 25th anniversary celebration on July 24. Over 600 people came to the branch that day.

The St. Albans Library Board sponsored a 1950's style sock hop on July 5 to celebrate their 50th anniversary. Approximately 300 people, including Elvis, attended this event. The St. Albans Library Board also just completed an expansion of the parking lot behind the library. This expansion doubles the number of parking spaces that are available for library users.

REPORTS OF COMMITTEES:

1. Financial Affairs. Mr. Kauffelt reviewed the Statement of Fund Balance as of June 30, 2002. (A copy of the report is attached to the minutes of this meeting.)

Upon motion by Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, the following resolution was adopted:

RESOLVED, That the fiscal year 2002/2003 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year to allow the following amounts to be taken from the unencumbered fund balance for the items designated:

Advertising	$ 15,407.32
Automation Equipment	4,099.99
Automation Repairs and Maintenance	23,211.99
Automation Software	23,712.00

Automation Supplies	7,756.16
Bookmobile Replacement Reserve	55,000.00
Booksale	8,000.00
Building Improvements	76,328.40
Building Remodeling	61,000.00
Building Repair and Maintenance	1,738.50
Capital Expenditure – Clendenin	100,000.00
Capital Expenditure – Main Library – Design	375,000.00
Capital Expenditure – Main Library – Site Selection	25,000.00
Capital Reserve Fund	100,000.00
Clendenin Expansion Project	140,000.00
Clendenin Flood Reserve	18,844.00
Collection Expense for Overdue Materials	6,700.00
Collection Materials	49,300.00
Computer Equipment	29,776.00
Copier Expenses	177.00
Equipment Repair and Maintenance	178.04
Furniture and Equipment	17,758.88
Housekeeping Supplies	1,576.55
Postage and Freight	960.12
Printing	8,699.34
Professional Fees	4,100.00
Programming	6,397.40
Sissonville Construction	13,000.00
Staff Training	5,430.00
Supplies	12,493.79
Uniforms	229.95
Vehicle Maintenance	1,100.00
WV Book Festival	5,000.00
TOTAL	**$ 1,197,975.43**

Dr. Ranson explained that Ms. Eula Stricklen owns the house behind the Clendenin library and has indicated that she would be willing to sell it. Ms. Stricklen has asked for $45,000 for the property and house. Dr. Ranson reported that the market value for the property is $24,000.

Upon motion by Mr. Kauffelt, seconded by Ms. Gage and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to negotiate the purchase of the property owned by Eula Strickland located adjacent to the Clendenin Library in an amount not to exceed $30,000.

After further discussion Mr. Kauffelt moved that the above resolution be amended to the following:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to negotiate the purchase of the property owned by Eula Strickland located adjacent to the Clendenin Library in an amount not to exceed $30,000 subject to inspection of the property.

Mr. Albert seconded and it was unanimously carried.

The resolution as amended was then approved by the Board.

Ms. Miller explained the plans for the lower level project. After discussion and upon motion by Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to sign a contract with RC General Contractors for renovations to the Lower Level in an amount not to exceed $86,000 plus the costs of any bonds that may be legally required..

2. Site Selection Committee. Ms. Wright reported that we have had several articles in the newspapers this past month related to the proposed sites for the new Main Library. Ms. Wright reviewed the responses we have received from the public since the sites were announced at the public meeting on July 22 at the University of Charleston. The first choice to date is the Corner of Dickinson and Quarrier Streets.

Dr. Bailey stated his concern that the number of responses is low. Ms. Cindy Miller was asked to check on the costs of doing a professional public opinion survey. Ms. Wright then reviewed the proposal from RMS Research. RMS Research would survey 200 registered borrowers and 200 registered voters. The cost of this survey would be $15,600. After some discussion a motion was made that Ms. Wright would look into acquiring grant money for all or most of the costs of the survey and after we receive reasonable financial support for the survey the Executive Committee may approve going forward with the survey. The motion was approved.

Dr. Bailey reminded the members that in September the Board had planned to

vote on whether or not to build a new Main Library. It was decided that the Board members would not vote on this until October when the survey is completed. Ms. Wright will let the media know of this change.

Dr. Bailey asked the Board for their thoughts on the offer of the City of South Charleston to locate the new Main Library in South Charleston and merge with the existing South Charleston Library. There was discussion if this offer indicated a willingness to discuss merging the existing South Charleston Public Library into the KCPL system. Advantages and disadvantages were discussed. Dr. Bailey will meet with Mayor Robb of South Charleston.

NEW BUSINESS:

1. Committee Appointments. Dr. Bailey reviewed the committee assignments list that was distributed to each member and stated that if anyone would like to make any changes to contact him.

There being no further business, the meeting was adjourned.

Jennifer K. Bailey
President

Linda J. Wright
Secretary

2001/2002
STATEMENT OF FUND BALANCE
AS OF JUNE 30, 2002

Treasurer's Balance as of June 30, 2001		$1,744,213.26
Receipts, year to date		5,994,210.27
Expenditures, year to date		-5,783,760.49
Fund Balance as of June 30, 2002	**Subtotal:**	1,954,663.04
Encumbered at June 30, 2002		-104,531.43
Current General Fund Balance Total		1,850,131.61
Jacobson Endowment Cost Basis as of June 30, 2002		1,576,439.69
Special Funds Balance as of June 30, 2002		341,270.12
CURRENT FUND BALANCE TOTAL INCLUDING RESERVE ACCOUNTS:	**TOTAL:**	$3,767,841.42

****

Fund Balance Total as of June 30, 2002	$3,767,841.42
Bookmobile Replacement	-55,000.00
Charleston Remodeling	-61,000.00
Clendenin Flood Insurance Premium	-18,844.00
Library Awareness Campaign	-11,000.00
Reserved for Clendenin Expansion Project	-190,000.00
Reserved for Sissonville Building Construction	-17,356.95
Jacobson Endowment	-1,576,439.69
Restricted Special Funds[1]	-102,152.33
Available Fund Balance as of June 30, 2002[2]	**$1,736,048.45**

****

2000/2001 Quarterly Expenditures	
1st Quarter Expenditures	$1,278,195.16
2nd Quarter Expenditures	1,876,159.52
3rd Quarter Expenditures	1,577,198.86
4th Quarter Expenditures	1,645,108.33
Total 2000/2001 Expenditures	$6,376.661.87

[1] Restricted Funds total does not include $90,418.70 (total of Technology Fund), which the Board of Directors may determine to restrict at a later date. Receipts in this fund consist of rebates, maintenance reimbursements, and e-rate refunds received prior to KCPL's current practice of applying these receipts against the original expense line.

[2] These figures are based on internal KCPL records and are unaudited.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 9, 2002

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 9, 2002 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Ray
Dr. Bailey	Mr. Reustle
Ms. Cloer	Mr. Rolston
Ms. Gage	Mrs. Rugeley
Mr. Kauffelt	Mr. Smith
Ms. Pauer	Ms. Tarr
Ms. Poffenbarger	Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. After discussion regarding page six, item two, second sentence of the August 12, 2002 meeting Mr. Albert moved that the minutes be amended

to read, "Although there have been relatively few responses, Ms. Wright reviewed the responses we have received from the public since the sites were announced at the public meeting on July 22 at the University of Charleston." Ms. Cloer seconded the motion, and it was unanimously carried.

Approval of Bills. In accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, the payment of General Bills in the amount of $92,157.81 and Book Bills in the amount of $42,457.54 were approved and submitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $105.89 duly certified and approved in accordance with the by-laws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of August. Included were the following:

The final statistics have been compiled for participation in the Summer Library Club – Naturally Wild. This year's program was very successful. A total of 3118 children were registered. The total number of books read or listened to was 99,118. The total number of programs offered was 208 with a total attendance of 10,389. 27 daycares and schools participated in the program in some way. All of the many staff members who were involved in this program in some way are to be congratulated for their great effort to make this summer's program one of the best we have ever offered.

Karen Arnett, Automation Manager, Elizabeth Fraser, Head of Reference and Jane Hughes, Technical Services Manager gave presentations to the Kanawha County

Schools school librarians at their in-service training day on August 21 at Nitro High School. The presentations covered the SIRSI library automation software and KCPL resources and services that would be useful to them.

KCPL's Children's Department worked with Verizon and the Charleston Alley Cats to present the Homerun Reading Program at several locations in August. Members of the Alley Cats team were present at each program.

Children's programmer, Patty Bergeron, offered her "Off to Kindergarten" program at most locations. This popular program is offered annually each August.

Yvonne Farley, Reference librarian and adult program coordinator for the library system, resigned her position in August to accept a position as Director of the Mining Academy Library in Beaver. Yvonne has played a pivotal role in the progress we have made over the past several years in improving our adult program offerings throughout the system. She also has worked on the Book Festival Committee and had the important position of identifying and contacting potential authors to participate in the event. This leaves two vacancies in our Reference Department. The other vacancy has existed since July of last year.

I must also sadly report that Miss Wilma Brown, KCPL Children's Librarian from 1944-1972, passed away on August 23. She was 95. Miss Brown was highly regarded by many people throughout the valley. A memorial service will be held for Miss Brown on Saturday, September 14 at 1:00 at the First United Methodist Church in South Charleston.

REPORTS OF COMMITTEES:

1. Public Services Committee. Ms. Pauer reported that a Public Services committee meeting was held to discuss the following:

   Code of Patron Behavior: After reviewing our existing guidelines for children, the Children's Department did some research and compared what other agencies use as guidelines for handling children. The staff wanted the policy to give more specific information to address issues relating to children under the age of 10.

Software Access: A team of six staff members have been working over the past 9 months to identify and evaluate software to control the patron sessions on the public access computers. The reasons this software is needed include: equity of access to PC's as we have such a limited number of PC's to meet the growing public demand, too much staff time being used to oversee and referee use of the computers and improved statistical reporting on usage of the computers. Trials have begun after looking at software at PLA and ALA conference exhibits.

Increase adult status from 14 to 18: The committee is recommending that we raise the minimum age for issuing adult library cards from 14 to 18. Ms. Miller related a situation we had with a 15-year-old viewing inappropriate sites. We followed our policy of what we would have done with print and did not notify parents. The Neighborhood Children's Internet Protection Act (federal legislation) requires libraries to treat as minors all who are 17 or younger. Ms. Pauer made a motion to change the adult status from 14 years old to 18 years old. Ms. Poffenbarger seconded the motion. After much discussion it was decided that we need to do more research on the subject. Mr. Smith moved to table the motion on the board and to research the legal aspects of this issue.

Collecting overdue materials: Staff continue to review ways of better handling overdue materials. One trial project has been completed. We are now using Unique Management services, a national firm specializing in handling overdue

library materials, for a trial period for our overdue materials and hope to have some initial results from that trial in the next few weeks.

OLD BUSINESS:

1. Clendenin. Now that the construction drawings are complete, Dr. Ranson was asked to work with the architect and to verify the estimated cost of the construction portion of the project. The original estimate was $330,000. The estimate has now been revised to $380,000. Dr. Ranson also believes we need to extend some drain lines and this could be another $10,000 - $15,000. We presently have $318,000 in hand or pledged. We have outstanding requests to the Kanawha County Commission and the Herscher Foundation for a total of $60,000. After some discussion the Board asked the Building Committee to review this situation and report back to the Board.

2. New Main Library. Ms. Wright reported on the steps that had been taken to secure funding for a public opinion survey. Grant requests have been submitted to the Clay Foundation and the Jacobson Foundation. We hope to hear from them within the next two weeks.

Ms. Wright stated that we will have a display of our new main library project at the Book Festival on October 11 and 12. Ms. Wright then asked the Board members to volunteer time at our display to answer questions.

Ms. Wright reviewed a facts sheet that she developed in consultation with architect, Steve Branner, about why the Kanawha Hotel building is unsuitable for reuse for library purposes.

3. Contribution from County Commission. Dr. Ranson met with Mr. Allen Bleigh about the recently completed Sheriff's Settlement Statement for FY 2001/02. Mr. Bleigh reported that the state treasurer has changed the format of the report and has consolidated some of the line items. Mr. Bleigh has not analyzed all the back up sheets to see how the sheets match up with the new format. Dr. Ranson believes we are owed at least $200,000. Dr. Ranson will continue to work with Mr. Bleigh on this issue.

NEW BUSINESS:

1. VolunTEENS. Ms. Wright stated that each year the Board considers a resolution to acknowledge the service of each of the VolunTEENS who assisted staff during the summer. Upon motion by Ms. Gage, seconded by Mr. Kauffelt and unanimously carried, the following resolution was adopted.

WHEREAS, volunteer service is an important contribution to the improvement of the quality of life in all communities: and

WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the talents and energies of teenagers during the summer; and;

WHEREAS, the Library system's award-winning VolunTEENS program has

become a significant complement to the system's community service orientation, particularly during the Children's Summer Reading Program; and;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the system's 2002 VolunTEENS program and for the many hours of service they contributed to the library system and the community.

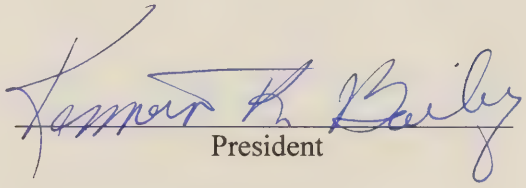
The resolution and a covering letter will be sent to each Volunteen.

Dr. Bailey reminded Board members of the importance of attending committee meetings.

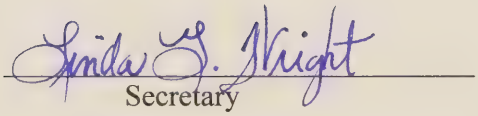
The West Virginia Library Association Annual Conference will be held October 15 – 18 at Pipestem. Ms. Wright suggested Board members consider attending the Pre-Conference on advocacy training.

The second West Virginia Book Festival will be held at the Civic Center October 11 – 12. Ms. Wright asked Board members to take brochures and posters and distribute them to help us advertise this event.

There being no further business, the meeting was adjourned.



President



Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 14, 2002

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 14, 2002 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Pauer
Dr. Bailey	Mr. Ray
Dr. Byrd	Mrs. Rugeley
Ms. Chilton	Ms. Russell
Mr. Kauffelt	Ms. Tarr

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Angie Cash, Administrative Assistant.

Guest: Mr. John Harris, architect, Mr. Chris DeWeese, attorney with Ray, Winton and Kelly and Mr. Horace Emery, auditor with Suttle and Stalnaker.

Dr. Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mrs. Rugeley, seconded by Mr. Kauffelt and unanimously carried, the Minutes of the September 9, 2002 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Tarr, and unanimously carried, the payment of General Bills in the amount of $116,521.91 and the Book Bills in the amount of $102,961.00 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,466.73 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Ms. Tarr, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of September. Included were the following:

September is library card sign up month and library staff go out to various locations to promote the library and to register people for library cards. During September we were at the following places: Sunrise Museum Community Day, Kanawha County Fair where we had 150 people visit the Bookmobile, West Virginia Rehabilitation Center, Kroger's in Clendenin, K-Mart in Elkview, Hansford Senior Center in St. Albans, Parents Open House at Nitro High School, Labor Day event in Marmet and the Belle Elementary School PTO meeting.

A sampling of programs that were offered during September include: Main Library – reception for the adults completing the Britton Summer Adult Reading club

program; Teddy Bear Ice Cream Social in the Children's Department with 52 in attendance; wreath making workshops at Riverside were very popular with 35 attending. The Master Gardner's' group held several programs in various places around the system. The program with the most attendance was held at Sissonville with 43 attending. Sissonville also cosponsored with AARP a 55 Alive Driving Workshop that was held over 2 evenings. St. Albans held a very successful blood drive with the American Red Cross and had 30 people giving blood.

With the end of the summer reading programs, various staff training series were begun in September. These included reader's advisory training and a series being conducted by Elizabeth Fraser, Head of Reference, on the electronic databases we have. South Charleston Library staff also were in attendance at the initial workshop of this series. Elizabeth Fraser and Marilyn Schroeder, Assistant Public Services Manager, attended a virtual reference workshop offered via distance learning by PALINET, the mid-Atlantic regional library network we belong to.

Finally, I am pleased to report that we have hired a reference librarian to fill one of the two vacancies we have in the Reference Department. Jennifer Hickman is a recent graduate of the master's program at the University of South Florida. During the two years of her graduate school program she worked as a part-time reference librarian at the Tampa-Hillsborough County Public Library. Jennifer will begin work at KCPL later this month.

REPORTS OF COMMITTEES:

1. Financial Affairs. Dr. Ranson introduced Mr. Horace Emery, auditor with Suttle and Stalnaker. Mr. Emery reviewed the findings of the 2000/2001 audit. There were two significant findings:

    1. The overall reconciliation of financial statements - Mr. Emery believes the library has this problem because we are using several different software's. Dr. Ranson stated that a program has been purchased for our Accounting Department to eliminate so many different softwares and our Accounting Department has been trained on this new software.

2. Fixed Assets/Safeguarding – Dr. Ranson stated that we have this information for the last five years. The requirements for complying with GASB34 will not allow Dr. Ranson to go back and do the inventory values himself for past years. We will have to contract with a firm specializing in this type of work to complete the necessary data we are lacking on older property.

After discussion and upon motion from the Committee seconded by Ms. Chilton, and unanimously carried the following resolution was adopted:

RESOLVED, That the Board of Directors hereby accepts the audit report prepared by Suttle and Stalnaker, Certified Public Accountants, for fiscal year 2000-2001.

Ms. Wright stated that at the last Board meeting the Board asked the Building Committee to review the Clendenin project. Upon motion by Mr. Kauffelt, seconded by Ms. Russell and unanimously carried the topic of the Clendenin Branch Library was brought back to the table for discussion.

Mr. John Harris shared a drawing of the Clendenin Branch Library with the proposed new addition. Mr. Harris reported that he has received two estimates to do the construction work, one was for $360,000 and the other $380,000.

Mr. Harris also looked at taking down the existing building and starting over with a new building. If we were to do this the building would have to be elevated to a height above the flood plain. The costs for a new building would be approximately $420,000 plus site development costs.

Dr. Ranson believes this area had not flooded for approximately thirty years before the flood that occurred several years ago.

Mr. Harris recommended that we send our flood insurance carrier a copy of our new expansion plans for their opinion, to see if they would cover the addition.

After much discussion and upon motion by the Committee, seconded by Ms. Tarr and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to transfer to the Clendenin Expansion project line item up to $80,000 from the unencumbered fund balance if necessary to supplement the amounts previously committed to the project.

Upon motion by the Committee, seconded by Mrs. Rugeley, and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to seek bids for the renovation and addition to the Clendenin Library in accordance with the plans and specifications prepared by Bostian and Harris, Architects; and;

BE IT FURTHER RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to accept the lowest acceptable bid in an amount not to exceed $400,000.

After further discussion Mr. Kauffelt moved that the above resolution be amended to the following:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to seek bids for the renovation and addition to the Clendenin Library in accordance with the plans and specifications prepared by Bostian and Harris Architects.

Mr. Ray seconded and it was unanimously carried.

The resolution as amended was then approved by the Board.

2. Public Services Committee.

Upon motion of the Committee, seconded by Dr. Byrd and unanimously carried the following resolution was adopted:

RESOLVED, That the Glasgow Branch Library will be open 10 hours per week effective January 1, 2003.

Ms. Wright reported that the mayor of Glasgow is aware of the situation at Glasgow. Ms. Wright will send a letter to the mayor to let him know we are reducing the hours. The staff hours that had been used to open Glasgow on Mondays will be transferred to the Riverside Branch Library for the time being.

Ms. Wright reported that we have been using Unique Management system as a trial for our overdue materials for the last five weeks. So far we had materials returned valued at approximately $26,000. Unique guarantees returns of 50% or better on accounts they handle. Well over 400 other public libraries across the country use this company.

After discussion and upon motion by the Committee, seconded by Dr. Byrd, and unanimously carried, the following resolution was adopted:

RESOLVED, That as of January 1, 2003 a fee of $15 will be applied to each patron account that has materials that are 45 days or more overdue.

Ms. Wright stated that we will use the Food for Fines month in December to alert patrons to this new fee and to have time to bring in long overdue items before January 1.

3. Building Committee.

Ms. Wright reported that Dr. Bailey and architect, Steve Branner gave the main library presentation at the Charleston City Council meeting on Monday, October 7.

Ms. Wright reported that since the last meeting with the mayor of South Charleston Mayor Robb has sent a letter to Ms. Wright stating that the site near the Dow Plant is not an available site. It was the consensus of the Board not to further pursue Mayor Robb's offer. Ms. Wright will write a letter to the mayor informing him of the Board's decision.

Ms. Wright stated that we have received letters of approval from both the Jacobson Foundation and the Clay Foundation for grant money for our public opinion survey. A concern was raised regarding the timing of the survey due to the pending election. It was the consensus of the Board to wait until after the election to pursue our survey.

OLD BUSINESS:

1. Membership.

Dr. Bailey reported that he has sent Mr. Walter Price a letter regarding his position on the Board and his lack of attendance. The Board of Education is also aware of the situation. Dr. Bailey has not heard from Mr. Price. Mr. Kauffelt offered to look into what needs to be done to remove a Board member.

NEW BUSINESS:

There was no new business.

There being no further business, the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 11, 2002

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 11, 2002 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Ray
Dr. Bailey	Mr. Rolston
Dr. Byrd	Mrs. Rugeley
Ms. Chilton	Ms. Russell
Ms. Gage	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Ms. Poffenbarger	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Mrs. Rugeley and unanimously carried, the Minutes of the October 14, 2002 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Tarr, and unanimously carried, the payment of General Bills in the amount of $113,703.47 and the Book Bills in the amount of $56,008.61 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,949.64 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Ms. Tarr, and unanimously carried, it was ordered that the bills set out on the list be paid.

Ms. Wright stated that there would be a "Rally to Read" at the State Capitol on November 18th from 11:30 a.m. to 1:30 p.m. Everyone was encouraged to attend. Ms. Wright stated that if anyone would like to speak at the rally to let her know.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of October. Included were the following:

The most popular programs during October were related to Halloween. The Sissonville Branch advisory board and staff offered a family costume party. 200 people attended it. The Clendenin Branch advisory board and staff offered a Halloween party at the community center with about 130 people in attendance about half of which were children. Sixty-five children and adults viewed a Halloween puppet show offered by the Elk Valley Branch. Probably the most creative Halloween program was the haunted bookmobile that was the main feature of the Riverside event. The staff reports that they had great fun preparing for the event and the public really enjoyed it as well. Puppet shows were also popular at Glasgow and Marmet. Main Library children's librarians Patty Bergeron and Melissa Carr presented the puppet show "Sometimes its Turkey" to 70 people at Marmet and 42 people at Glasgow.

The bookmobile participated in the East End Octoberfest event and had 112 visitors on the unit at the event. Elk Valley staff members made 11 visits to various community and school programs and were able to reach 300 people to introduce them to the library and its services.

Riverside celebrated Teen Read Week by having a daily drawing during the week. The drawing could be entered in three ways. The principal announced the winner at the end of each school day. Riverside's new Friends group solicited prizes from area businesses. There were 115 entries in the drawing during the week. Staff report that they have seen increased activity in the teen materials since this event. They plan to repeat it at least once more before the end of the school year.

The second West Virginia Book Festival was another great success. The evaluations completed by those who attended the event were very complimentary. The book sale exceeded last year's record proceeds by about $300. The book sale's total came to $24,900 this year. All of the staff and the many volunteers are to be congratulated on all the great work they did that made this event such a success.

REPORTS OF COMMITTEES:

1. Governmental Affairs Committee.

Ms. Gage reported that the committee met a few weeks ago. The Budget Digest Request was discussed and it was decided to ask for the following this year: $30,000 for the Clendenin project, $10,000 for the Book Festival and $85,000 for the Main Library planning.

Ms. Gage also reported that we would have informational sessions for the Kanawha County legislators on Tuesday, December 3 at 4:00 p.m. and on Wednesday, December 4 at 8:30a.m. We will also be scheduling a room at the Capital again this year to have a session soon after the Legislature convenes for those who cannot come to the library.

2. Building Committee. Mr. Rolston reported that the committee met to hear a presentation by Ms. Conni Lewis on how our current building could be used for a new building complex. She believes that we should stay at our current location and expand by using the site the Kanawha Hotel occupies to build a new building that would be joined to the current Main Library structure.

Mr. Henry Battle was also a guest at the meeting and he expressed the concern that our building should stay in public hands in order to give it a more stable future.

OLD BUSINESS:

1. Membership. Mr. Kauffelt reported that he had not yet researched the issue on how the Board of Director's can remove a Board member.

NEW BUSINESS:

Upon motion by Ms. Poffenbarger, seconded by Ms. Gage and unanimously carried the following resolution was approved:

RESOLVED, That the Kanawha County Public Library Board of Directors congratulates Judy Duncan, St. Albans Branch Librarian, on receiving the Dora Ruth Parks award from the West Virginia Library Association in recognition of over 32 years of service on behalf of West Virginia's libraries.

Upon motion by Ms. Poffenbarger, seconded by Mrs. Rugeley and unanimously carried the following resolution was approved:

RESOLVED, That the Kanawha County Public Library Board of Directors congratulates Julie Spiegler, Audiovisual Services Department manager, on her election as President of the West Virginia Library Association.

Upon motion by Dr. Byrd, seconded by Ms. Tarr and unanimously carried the following resolution was approved:

RESOLVED, That the Kanawha County Public Library Board of Directors extends appreciation and congratulations to the staff for their outstanding work in presenting the 2002 West Virginia Book Festival.

1. Library Foundation. Mrs. Rugeley reported that the Foundation had met and had decided to expand the Foundation Board in order to prepare for increased fund raising activity. She requested that if anyone knew of someone they would like to see on the Board to let her know.

Mrs. Rugeley also reported that we now have approximately 100 members in our Friends organization.

2. Christmas Open Houses. Ms. Wright shared the dates of the upcoming Holiday/ Open Houses.

Ms. Wright shared pictures of her trip to a new library building in Wyoming, Michigan and the remodeled and expanded Main Library in Toledo, Ohio on a PowerPoint presentation.

Ms. Wright reminded everyone of Staff Development Day that will be held Wednesday, November 13, 2002.

There being no further business, the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 9, 2002

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 9, 2002 at 4:00 .m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Poffenbarger
Dr. Bailey	Mr. Ray
Dr. Byrd	Mr. Reustle
Ms. Chilton	Mrs. Rugeley
Ms. Gage	Ms. Russell
Mr. Kauffelt	Ms. Tarr
Ms. Pauer	Ms. Whitehead

Guest in attendance: Ms. Karen Lukens, Mr. Steve Branner and representatives from RMS Research.

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Mr. Dan Marslender, Human Resources Manager, Ms. Cindy Miller, Marketing and Development Manager, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Ms. Tarr, seconded by Ms. Gage and unanimously carried, the Minutes of the November 11, 2002 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Rugeley, and unanimously carried, the payment of General Bills in the amount of $197,561.90 and the Book bills in the amount of $101,716.27 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $594.58 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the list be paid.

At this point in the meeting Dr. Bailey turned the meeting over to Mr. Mark Blankenship, RMS Research, who gave a presentation on the completed public opinion survey.

Mr. Blankenship reported that 401 interviews were conducted with Kanawha County registered voters. The survey was taken between November 6 and November 13 by telephone. The following are key findings of the survey:

- Four in ten people believe the best way to fund our organization is through private donations. Twenty one percent thought a Bond would be in order.
- Seventy-seven percent are likely to vote for the Bond constructing the new KCPL building.
- Of those not likely to vote for the Bond, four in ten say it's because they fear a tax increase.
- The majority are very satisfied with the Kanawha County Public Library System.
- Informational services and activities are the highest rated library attributes.
- Parking was marked very low on attributes.
- Four in ten people have heard about the proposal for a new downtown library facility.
- Eight percent agree and fifty percent strongly agree with building a new library in downtown Charleston.
- Washington Street is the more popular preference for hosting the new library.
- The Library Commission has the highest level of trust for relaying information about the new library. (Mrs. Rugeley stated that perhaps some people believe the Library Commission and the KCPL system are one in the same.)
- Newspapers are the best way to get information out to the public.

Dr. Bailey thanked Mr. Blankenship for his service and for his presentation.

The next item of business discussed was the Director's monthly report.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of November. Included were the following:

Children's Book Week was celebrated with several presentations of a Beatrix Potter puppet show. This program was well attended with 60 viewing the presentation in Dunbar and 48 at the presentation in Elk Valley. Other popular programs in November included a Harry Potter Day at Dunbar attended by 129; the Riverside presentation of the library system's salute to West Virginia Filmmakers drew 57 students and public. Several Christmas wreath workshops were held at Riverside with 36 participants.

Sissonville is cooperating with Flinn Elementary School's involvement in the Pizza Hut Book-It reading program. During November 13 classes with 267 students visited the library. The program will continue during the remainder of the school year and plans are to have these classes visit the library each month.

The Marketing and Development Office staff exhibited information about the library system at the Headstart Job and Training Fair. Also in the area of outreach the bookmobile made a special visit to St. Andrews Nursery School.

The Human Resources staff organized another very successful Staff Development Day at the John XXIII Center on November 13. Several staff members attended the state Read Aloud Conference held here in Charleston.

Fred Ranson spent several days with the property appraiser visiting all of the library locations. The report listing the inventory of all KCPL property is due by the first of the new year.

REPORTS OF COMMITTEES:

1. Personnel Committee.

Mrs. Rugeley reported that the committee met and discussed our current policy regarding professional membership fees. Our current policy now reads that the library will pay up to 50% for ALA and WVLA membership dues up to a maximum of $50. The policy does not provide reimbursement for any other memberships.

Upon motion by the Committee, seconded by Ms. Poffenbarger and unanimously carried the policy will now provide for reimbursement for other professional organizations that are job related and approved by the Library Director, and will eliminate the dollar amount limitations for ALA and WVLA membership. A copy of the revised policy is attached to these minutes.

Mrs. Rugeley stated that each Board member was given an evaluation for the Library Director. She asked that everyone take a few moments to complete the evaluation and return it to Angie Cash in the Director's Office at their earliest convenience.

OLD BUSINESS:

1. Membership. Mr. Kauffelt reported that he had met with Mr. Albert, Mr. Ray, and Ms. Tarr and all are in agreement that the Board of Education has the authority to remove a Board member for cause. It is their recommendation to ask the Board of Education to remove Mr. Walter Price from the Board of Directors due to his lack of attendance.

Upon motion by Mr. Kauffelt, seconded by Ms. Tarr and unanimously carried the following resolution was approved:

WHEREAS, Members of the Kanawha County Public Library System Board of Directors are expected to be diligent in attending regularly scheduled

monthly meetings; and

WHEREAS, Attendance by members is considered necessary for the organization to function properly; and

WHEREAS, In spite of three written requests that he attend, Mr. Walter Price has missed consecutive regularly scheduled monthly meetings, and all committee meetings to which he was assigned since September 2001; and

NOW THEREFORE BE IT RESOLVED, That the Kanawha County Public Library Board of Directors request the Kanawha County Board of Education exercise their right to remove for cause, this member of the KCPL Board effective December 9, 2002.

The next item discussed was the plans for our new Main library. A major concern was how the library would receive the funding for a new facility After much discussion Dr. Byrd moved that the Site Selection Committee should meet and bring back to the Board of Director's their recommendation for a site for the new Main library along with their rationale. Ms. Poffenbarger seconded. All were in favor.

Dr. Bailey discussed having a Board Retreat in February. It was decided the retreat would be held on Saturday, February 8, 2003 at the Summit Conference Center.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 13, 2003

The Regular Meeting of Library Board of Directors of the Kanawha County Public Library was held on Monday, January 13, 2003 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Ray
Dr. Bailey	Mr. Reustle
Dr. Byrd	Mr. Rolston
Ms. Chilton	Ms. Russell
Ms. Cloer	Mr. Smith
Mr. Kauffelt	Ms Tarr
Ms. Pauer	Ms. Whitehead
Ms. Poffenbarger	

Also present were: Ms. Linda Wright, Library Director, Mr. Dan Marslender, Human Resources Manager, Ms. Cindy Miller, Marketing and Development Manager, Dr. Fred Ranson, Administrative Services Officer and Ms. Angie Cash, Administrative Assistant.

Guests: Mr. Steve Branner, ZMM; Ms. Chris Wise, Daily Mail; Ms. Allison Williams, Dinsmore & Shohl and Mr. Daniel Steers.

Dr. Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. After discussion regarding page four, item one, of the December meeting Mr. Smith moved that the minutes be amended to list this section under the heading, Personnel Committee report. Mr. Albert seconded the motion, and it was unanimously carried.

Approval of Bills. In accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, the payment of General Bills in the amount of $235,921.19 and the Book Bills in the amount of $82,019.91 were approved and submitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,124.04 duly certified and approved in accordance with the by-laws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, it was ordered that the bills set out on the list be paid.

REPORTS OF COMMITTEES:

1. Financial Affairs Committee. Mr. Smith reported that the Financial Affairs Committee met and recommended that the following three resolutions be brought before the Board of Directors for consideration:

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for the fiscal year 2003/2004:

Branch	FY 2003-2004
Clendenin	$ 3,374
Cross Lanes	$ 7,374
Dunbar	$58,354
Elk Valley	$ 6,259
Glasgow	$ 624
Marmet	$ 2,600
Riverside	$ 5,952
St. Albans	$87,113
Sissonville	$ 5,821
Total	$177,471

RESOLVED, That $14,000 be moved from the contingency line of the fiscal 2002/03 budget to the overdues collection line item.

RESOLVED, That $5,000 be moved from the contingency line of the fiscal 2002/03 budget to the postage line item.

Upon motion by Mr. Smith, seconded by Ms. Tarr and unanimously carried the above three resolutions were approved.

2. Personnel Committee. Ms. Wright discussed the July 4th holiday for 2003.

Upon motion of the Committee, seconded by Ms. Tarr, with all except Mr. Kauffelt approving the following resolution was adopted:

RESOLVED, That the library will be closed on Saturday, July 5, 2003 as part of the Independence Day holiday in order to extend to staff an additional day off in recognition of the great work that has been put forth by all members of the library staff during the past year.

Mr. Kauffelt made a motion to amend the above resolution deleting the words "as part of the Independence Day holiday in order to extend to staff an additional day off in recognition of the great work that has been put forth by all members of the library staff during the past year." Ms Russell seconded the motion and it was unanimously carried.

The resolution as amended was then approved by the Board. The resolution as amended will read:

RESOLVED, That the library will be closed on Saturday, July 5, 2003.

Mr. Marslender reviewed the attached Attendance Guidelines policy and stated that our current policy does not define excessive absence.

Upon motion by Ms. Poffenbarger, seconded by Mr. Smith and unanimously carried the attached Attendance Guidelines policy was adopted effective February 1, 2003.

Mr. Smith made a motion that the Personnel Committee review the Attendance Guidelines policy at the end of the 2003/04 fiscal year and report back to the Board the effectiveness of the policy. Mr. Ray seconded, and it was unanimously carried.

3. Membership Committee. Ms. Poffenbarger reported that the Board of Education has approved removing Mr. Walter Price from the Kanawha County Public Library Board of Directors. The Membership Committee met and developed a short list of names to replace Mr. Price. Everyone was given a copy of the public service application form to use for any person they would like to suggest be considered. Ms. Poffenbarger asked the members of the Board to let her know if they have a suggestion of someone to replace Mr. Price.

4. Site Selection Committee. Mr. Rolston stated that after many months of consideration, the Committee is now ready to recommend the corner of Lee Street and Leon Sullivan Way for the site of our new Main Library facility.

Upon motion from the Committee seconded by Mr. Albert and unanimously carried the following resolution was adopted:

WHEREAS, the Kanawha County Public Library Board of Directors has determined through careful study and analysis that the current main library building is extremely inadequate in space for the collection, computer technology, and programming and in terms of accessibility; and

WHEREAS, the Board of Directors has analyzed all possible ways of improving the current main library building and utilizing adjacent properties for expanded space; and

WHEREAS, the Board of Directors has determined there is not a cost effective way of developing the additional space needed that would allow for an efficient main library operation at the present location; and

WHEREAS, the Board of Directors has determined that the desirable criteria for the location of a new main library facility include accessibility to public transportation and easy access from the interstate, the ability to provide adjacent parking, a downtown location near the Clay Center for the Arts and Sciences of West Virginia, and adequate space to contain a building of 110,000 – 120,000 square feet on no more than three floors; and

WHEREAS, the Board of Directors has evaluated the information about the proposed sites for the new main library facility and the desirable criteria; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library finds that the site located at the corner of Lee Street and Leon Sullivan Way is the most suitable location for the

new main library and hereby approves this site for the new main library facility.

After discussion and upon motion by Mr. Smith, seconded by Mr. Kauffelt and unanimously carried the above resolution, seconded paragraph was amended to read:

WHEREAS, the Board of Directors has analyzed financially feasible ways of improving the current main library building and utilizing adjacent properties for expanded space;

Upon motion by Mr. Ray, seconded by Mr. Kauffelt, and unanimously carried the above resolution, fourth paragraph was amended to add the word "approximately" after the words "building of".

Upon motion by Mr. Ray, seconded by Mr. Kauffelt and unanimously carried the paragraph below was added as the fifth paragraph to the above resolution:

WHEREAS, the Board of Directors has considered the Site Analysis Summary attached; and

The resolution with the amendments was then approved by the Board. The resolution as amended will read:

WHEREAS, the Kanawha County Public Library Board of Directors has determined through careful study and analysis that the current main library building is extremely inadequate in space for the collection, computer technology, and programming and in terms of accessibility; and

WHEREAS, the Board of Directors has analyzed financially feasible ways of improving the current main library building and utilizing adjacent properties for expanded space; and

WHEREAS, the Board of Directors has determined there is not a cost effective way of developing the additional space needed that would allow for an efficient main library operation at the present location; and

WHEREAS, the Board of Directors has determined that the desirable criteria for the location of a new main library facility include accessibility to public transportation and easy access from the interstate, the ability to provide adjacent parking, a downtown location near the Clay Center for the Arts and Sciences of West Virginia, and adequate space to contain a building of approximately 110,000 – 120,000 square feet on no more than three floors; and

WHEREAS, the Board of Directors has considered the Site Analysis summary attached; and

WHEREAS, the Board of Directors has evaluated the information about the proposed sites for the new main library facility and the desirable criteria;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library finds that the site located at the corner of Lee Street and Leon Sullivan Way is the most suitable location for the new main library and hereby approves this site for the new main library facility.

The meeting was then turned back to Ms. Wright for the Director's Monthly report.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of December. Included were the following:

Circulation was up 9% in December from December of last year. For the first 6 months of this fiscal year circulation is up 7%.

After much research and evaluation of how to better handle public access to our computer workstations, the software PC Reservation was purchased and it was installed in early December at the Main Library and the Cross Lanes, Dunbar, Sissonville and St. Albans branches. Training for over 30 staff members was also conducted in December. The software allows any patron up to 4, 30 minute sessions in a 24-hour period. The software should allow more equitable access to the limited computer workstations and should significantly reduce the amount of staff involvement related to "signing up" for the workstations. Reports are already coming in that there is actually a vacant workstation on the first floor every now and then compared to the situation we had previously experienced. During the roughly three weeks in December that this software was in use it recorded 3569 uses of computers in these five locations.

The renovation of the lower level at the Main Library has been completed and staff from the Circulation and Reference departments moved into their new workspace in December. This new space should markedly improve communication within each of

these departments as well as result in some improvement in the efficiency with which some tasks can be completed.

A system wide juvenile reader's advisory training workshop was held at the St. Albans Branch on December 11. Dr. Carolyn Brodie of Kent State University conducted the session. Dr. Brodie is well known nationally for her expertise in juvenile literature. Thirty staff members attended this workshop.

Most branch locations held their annual holiday open houses. Those held at Dunbar, Riverside and Sissonville were well attended with well over 150 people attending each. The weather did impact attendance at several locations.

The Bookmobile appeared in Christmas parades in Charleston, Belle and Glasgow.

It is my pleasure to report that we have hired a replacement for Judy Duncan, St. Albans Branch Librarian. Judy will retire June 30. Given our previous experience with the length of time if takes to hire librarians we advertised the position in mid-November. We received an application from a librarian almost in our backyard. Mary Jane Howard was interviewed and offered the position. She has a number of years experience in various capacities at the Putnam county and Cabell County public libraries including several years as the branch librarian at Milton. Ms. Howard will join KCPL on February 3 giving us ample opportunity to have her work in several key departments such as Reference and Children's before joining the St Albans staff later this spring.

A grant of $10,844 has been received from the Herscher Foundation for furniture and equipment for Clendenin.

OLD BUSINESS:

1. Board Retreat. The Board Retreat will be held on Saturday, February 8, 2003 at the Summit Conference Center. A continental breakfast and lunch will be provided.

2. Library Day at the Legislature. West Virginia Library Association is sponsoring "Library Day at the Legislature" on January 27, 2003 from 5:00 p.m. to 7:00 p.m. at the Cultural Center. A reception will be held and tickets are $20. If anyone would like a ticket they may contact Angie Cash in the Administration Office.

There being no further business, the meeting adjourned.

President

Secretary

KANAWHA COUNTY PUBLIC LIBRARY SYSTEM
PERSONNEL POLICIES AND PROCEDURES

SECTION: 500 Personal Conduct **EFFECTIVE DATE**: Feb. 1, 2003

POLICY NO: 509

SUBJECT: Attendance Guidelines

POLICY: To establish and apply fair and consistent standards to encourage regular and prompt attendance by all staff to insure minimal disruption of efficient service to patrons that results from excessive absenteeism. Dependability is taken into consideration in the performance evaluation process.

Definitions:

The following definitions will apply:

Excessive Absenteeism – occurs when the overall number of hours absent exceeds ninety (90) hours in a twelve (12) month period of time.

Occasion of Absence – any period of time during which an employee is not at work as scheduled for any reason **other than those outlined below:**

- An extended sick leave covered by the KCPL Sick Leave Policy*
- An absence covered by the Family and Medical Leave Act**
- An absence due to a work related injury (Workman's Comp.)
- Approved Annual Leave
- Approved Personal Leave
- Jury Duty
- Military Duty
- Bereavement Leave
- Educational Leave

CORRECTIVE DISCIPLINARY PROCEDURE

The corrective disciplinary procedure should an individual exceed the ninety (90) hours limit would be a written warning.

*Extended Sick Leave – KCPL Sick Leave Policy:

"Claims for more than three consecutive days, in the case of illness/injury must be accompanied by a certification form, which has been signed by a duly licensed physician."

**Absence covered by the Family and Medical Leave Act

- ❖ The birth of a child or the placement of a child with the employee for adoption or for foster care.

- ❖ The employee is needed to care for a family member (child, spouse, or parent) with a "serious health condition." Includes situations where the employee is needed to care for the family member involving psychological care.

- ❖ The employee's own serious health condition makes the employee unable to perform the functions of his or her job.

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.

- ➢ Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility.
- ➢ Any period of incapacity requiring absence from work of more than three consecutive calendar days that also involves the continuing treatment by a health care provider.
- ➢ Continuing treatment is defined as "two or more treatments by, or under the supervision of, a healthcare provider; or, one such treatment followed by a regiment of continuing treatment.
- ➢ Chronic conditions causing episodic incapacity due to a chronic serious health condition, which requires periodic visits to a health care provider over an extended period of time
- ➢ A period of incapacity that is permanent or long-term because of a condition for which treatment might be ineffective.
- ➢ A period of absence to receive multiple treatments and any period of recovery after those treatments is given.
- ➢ A period of incapacity due to pregnancy or for prenatal care.

Approved by resolution of the Board of Directors on January 13, 2003

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 10, 2003

The Regular Meeting of Library Board of Directors of the Kanawha County Public Library was held on Monday, February 10, 2003 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Ray
Dr. Bailey	Mr. Reustle
Ms. Cloer	Mrs. Rugeley
Ms. Chilton	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Ms. Poffenbarger	

Also present were: Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Mary Jane Howard, Librarian and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mrs. Rugeley, seconded by Mr. Albert and unanimously carried, the Minutes of the January 13, 2003 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the payment of General Bills in the amount of $157,679.96 and Book Bills in the amount of $86,248.12 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $9,757.51 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Smith and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of January. Included were the following:

Despite the persistent cold weather and snow we experienced for most of the month of January the check out of materials was 5% higher than January last year.

A new release of the SIRSI library automation software was installed on January 14. Upgrades were also installed of the new PC Reservation software we are now using to control the time patrons use the computers.

The most popular program this past month was a model train display in the Children's Department, which drew 150 patrons of all ages. The puppet show "Tiger Soup" was presented by Main Library children's librarians in several branch locations. Elk Valley had the first meeting of an adult book discussion group. This brown bag lunch program found a response from some very enthusiastic senior citizens. Riverside had a well-attended program on quilting and also hosted the high school's social studies fair entrants.

During January 246 patrons with materials 45 days overdue were turned over to the collection firm we have contracted with and a $15 fee was applied to their accounts. The text of the second written notice was changed in December to notify overdue patrons of the new procedures for handling long overdue materials and of the $15 charge.

We have begun the fourth year of our annual Sunday Jams series of musical programs. We have had almost 300 adults and children in attendance in the first two Sundays. Each of the five programs presents a different type of music than children normally are exposed to. Terri McDougal, Head of Children's Services, arranges the programs. Terri reported that yesterday we had a cameraman here from Channel 8 for the good part of an hour. When a patron commented to him that it must be a slow news day, the cameraman responded that actually the library was about the only place that had something happening on Sunday afternoons and that they enjoy coming because of the diversity of the music being offered and the fact that many people do not think of a library as a place where events like these music programs would be held.

Ms. Wright then introduced Ms. Mary Jane Howard to the Board members. Ms. Howard comes to us from the Cabell County Public Library and was hired to replace Ms. Judy Duncan of the St. Albans Branch who is retiring in June.

REPORTS OF COMMITTEES:

1. Membership Committee. Ms. Poffenbarger reported that the Committee has asked someone to join the Board of Director's however to-date has not had a response from the person.

2. Building Committee. Ms. Wright reported that the Committee met to discuss how to proceed with the next steps with the property owners on the Main Library site. The Committee also decided to solicit requests for proposal and have the land surveyed and a property assessment made of each parcel.

Ms. Wright then stated that our contract for architectural services for the Main Library project requires notification be given to ZMM to proceed with Phase II of the contract.

After discussion and upon motion by Mr. Albert, seconded by Mr. Smith and unanimously carried the following resolution was adopted:

RESOLVED, That the Board having accepted the Site Evaluation of ZMM, Inc. for the new Main Library building at the selected site located at Lee Street and Leon Sullivan Way in the City of Charleston, Charleston East District, Kanawha County, West Virginia, the Library director and officers are directed and authorized to take any and all necessary actions to enter into and prosecute and complete Phase II services for Building Design with the architect ZMM, Inc. pursuant to the terms and conditions of the Agreement made on January 14, 2002, subject to all rights and benefits of the Board in such Agreement including the right to terminate for convenience as reserved in Section 1.3.8.5

Clendenin Project. Ms. Wright reported that we have advertised for bids for our Clendenin project. Dr. Ranson stated there are a number of contractors that have shown interest. The bid opening will be February 19.

OLD BUSINESS:

Board Retreat. Mr. Albert suggested that we move forward with the suggestion from Ms. Samme Gee to form a committee of people on board with expertise in the funding for public projects. Dr. Bailey informed the members that he has asked Ms. Rugeley and Ms. Tarr to be co-chairs of such a committee and they have already begun to identify and contact potential members for such a committee.

After discussion of the main library project and the upcoming mayoral election for Charleston it was decided that the Executive Committee would meet to come up with an approach to determine the position of the candidates on a new main library facility.

There being no further business, the meeting was adjourned.

President

Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 25, 2003

The Special Meeting of Library Board of Directors of the Kanawha County Public Library was held on Wednesday, February 25, 2003 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Ray
Dr. Bailey	Mr. Reustle
Ms. Cloer	Mr. Rolston
Ms. Chilton	Mrs. Rugeley
Mr. Kauffelt	Ms. Russell
Ms. Pauer	Mr. Smith
Ms. Poffenbarger	Ms. Tarr

Guest: Mr. John Harris, Architect, Bastian and Harris.

Also present were: Ms. Linda Wright, Director and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Dr. Bailey thanked everyone for attending a special meeting of the Kanawha County Public Library Board of Directors and stated that the reason for the meeting was to discuss the Clendenin expansion project. Dr. Bailey then turned the meeting over to Mr. John Harris.

Mr. Harris reviewed the attached Bid Tabulation Form with the members of the Board. Mr. Harris stated that Harco Construction Company's bid came in at the lowest cost.

Mr. Harris stated that he has completed reference checks on the subcontractors for Harco Construction Company and he has found everything to be satisfactory.

Mr. Smith asked how long Harco Construction Company has been in business and what work they have done. Mr. Harris stated that they are located in St. Albans and have been in business for approximately 15 years and have done several local projects in the past several years.

Mr. Rolston stated that he heard that Harco Construction Company is in the process of splitting up. Mr. Harris stated that he had not heard this, he would however check into it.

Upon motion by Mr. Smith, seconded by Mrs. Rugeley and unanimously carried the following resolution was adopted:

Resolved, That the Board of Director's award the Clendenin expansion project with Alternates 2 through 6 to Harco Construction Company.

After discussion and upon motion by Mr. Albert seconded by Mr. Ray and unanimously carried the following amendment was made to the above resolution.

RESOLVED, That after Mr. Harris resolves the issue regarding a possible change in ownership of Harco Construction Company, that the Board of Director's award the Clendenin expansion project with Alternates 2 through 6 to Harco Construction Company.

After discussion and upon motion by Mr. Albert, seconded by Mr. Ray and unanimously carried the following resolution was adopted.

RESOLVED, That after Mr. Harris satisfactorily resolves the issue regarding a possible change in ownership of Harco Construction Company, that the President of the Board of Director's the President is authorized to sign the completed contract between the Kanawha County Public Library and Harco Construction Company.

There being no further business the meeting was adjourned.

Thomas R. Bailey
President

Linda S. Wright
Secretary

SITE ANALYSIS SUMMARY . . . KANAWHA COUNTY PUBLIC LIBRARY

ZMM, Inc. . . . December 12, 2002

SITE LOCATION	EVALUATION CRITERIA												
		PROXIMITY to DOWNTOWN	MEETS MINIMUM SIZE REQUIREMENT *	INTERSTATE HIGHWAY ACCESSIBILITY	PROXIMITY to CLAY CENTER	ADJACENT PARKING AVAILABILITY *	ESTIMATED SITE / DEMOLITION COST		SCORE	RANKING	Est. Cost	Weighted Score	Weighted Rank
WASHINGTON STREET "A" - (small site)		5	1	3	3	1	2		15	3	$5.5M	18.5	2
WASHINGTON STREET "B" - (large site)		4	1	1	2	1	5		14	2	$14.5M	23.5	5
LEE STREET - LEON SULLIVAN WAY		3	1	2	1	1	3		11	1	$7.0M	15	1
QUARRIER - DICKINSON STREETS		2	1	4	4	1	4		16	4	$7.7M	19.7	3
EXISTING BUILDING - KANAWHA HOTEL		1	5	5	5	5	1		22	5	$2.0M	23	4

* All four new sites meet this criteria and were scored as being equal and were assigned the lowest possible score
The existing facility / Kanawha Hotel does not meet this criteria and was assigned the highest possible score

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 10, 2003

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 10, 2003 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert
Dr. Bailey
Dr. Byrd
Ms. Chilton
Ms. Cloer
Ms. Gage
Ms. Poffenbarger
Mr. Rolston
Mrs. Rugeley
Ms. Russell
Mr. Smith
Ms. Tarr
Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Dr. Byrd and unanimously carried, the Minutes of the February 10, 2003 and the Minutes of the Special meeting held on February 25, 2003 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Smith, seconded by Dr. Byrd, and unanimously carried, the payment of General bills in the amount of $167,795.53 and the Book Bills in the amount of $59,656.53 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $546.15 duly certified and approved in accordance with the bylaws and on motion of Mr. Smith, seconded by Dr. Byrd and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of February. Included were the following:

The weather seemed to be the focus of all our attention during February. Our circulation of materials declined by 4% as compared to a year ago. The firm we use to clear our parking lots and sidewalks did a good job of keeping up with what seemed the never-ending snow. Needless to say we have spent several thousands of dollars this winter more than we have in recent years in trying to handle making our locations reasonably accessible. We sustained damage to the roof at the Dunbar Branch, which caused a significant leak in the reading area. No materials were damaged and the leak has been repaired.

Olivia Bravo, Reference Librarian, was successful in her pursuit of a literacy grant from the Wal-Mart Corporation. As a result KCPL was awarded $500, which will be used to purchase health related materials for new readers.

Cindy Miller, Marketing and Development Manager, has been pursuing funding for the children's summer library club and the Book Festival. During February we were notified that Verizon has agreed to become a major sponsor of this year's Book Festival for the first time and Jackson and Kelly will again be a major sponsor for a third year in a row.

During January and February the library sponsored a series of programs in various locations on several different topics in the area of personal finance. These programs were very well received. As a result of funding from last year's annual book sale the library has purchase a one-year license that allows us to show feature films from our collection. The Main Library has begun a family film night series on the fourth Thursday evening. Despite the weather we had 22 parents and kids attend the first showing. The branch libraries also have plans to periodically have film programs.

Staff training opportunities during February included an all day workshop focused on program ideas for the upcoming children's summer library club as well as workshops in our ongoing series that focus on reference skills and reader's advisory skills. A number of staff members attended an all day conference on early childhood learning, which took place at the Civic Center.

In the area of community outreach the staff at the Dunbar Branch were invited to work with the Dunbar Women's Club and the Dunbar Primary School in celebrating Read Across America, a nationwide program that uses Dr. Seuss's birthday to focus on the importance of reading to children. The library staff provided books for all the volunteer readers, library staff read to 8 classes, and a library Volunteen dress up as Cat in the Hat and visited all the classes at the school. The Riverside Branch was invited to participate in a special program at Malden Elementary that involved students and their parents. A number of library card applications were distributed at the program.

The most unique event in February involved Elizabeth Fraser, Reference Department Manager, being interviewed by the BBC Radio's Open Book program. The program had asked for information on Chick Lit readers and Elizabeth was one of the respondents that they interviewed.

REPORTS OF COMMITTEES:

1. Membership Committee. Ms. Poffenbarger reported that the committee would be meeting next Thursday to continue discussion on finding a replacement for the Board vacancy.

2. Personnel Committee: Mrs. Rugeley reported that the committee met several weeks ago. Because property valuations increased so little this year the library will not be able to offer increases in staff salaries in the next fiscal year. The committee decided to meet with the staff to explain the situation.

3. Financial Affairs Committee. Mr. Smith stated that the Financial Affairs Committee met and is recommending Board approval on the following two resolutions:

RESOLVED, That the FY 2002-2003 Budget be amended to reflect an additional $21,648 in grant-in-aid funding from the West Virginia Library Commission.

RESOLVED, That the additional $2,875 received from the Elk Valley Library Association during FY 2001-2003 above the $4,582 assessment for that fiscal year be credited with interest, toward the Elk Valley contribution of $6,277 for FY 2002-2003.

Upon motion by Mr. Smith, seconded by Ms. Tarr, and unanimously carried the above two resolutions were adopted.

Mr. Smith presented the following resolutions:

Levying Authority – Board of Education

RESOLVED, That the Library requests the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,228,069 required for the

support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2003;

RESOLVED FURTHER, That such request be transmitted to said Board of Education by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, That the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority – City of Charleston

RESOLVED, That the Library requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $782,740 the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2003;

RESOLVED FURTHER, That such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, That the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statue, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority – Kanawha County Commission

RESOLVED, That the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,228,069 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2003:

RESOLVED FURTHER, That such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, That the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statue, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

After discussion and upon motion by Mr. Smith, seconded by Ms. Tarr, and unanimously carried, the above resolutions were adopted.

Mr. Smith presented a copy of the proposed budget for the Library for fiscal year 2003/2004.

Ms. Wright stated that two of the challenges this year were to meet the increases in PEIA and in our property and casualty insurance which totaled more than the increase in income. Several expenditure line items were reduced from the amount in the current fiscal year in order to make the budget balance.

After discussion and upon a motion by Mr. Smith, seconded by Ms. Tarr, and unanimously carried the attached proposed budget for the fiscal year 2003/2004 was approved.

OLD BUSINESS:

1. Clendenin. Dr. Bailey reported that at the Special Board of Director's meeting held February 25, 2003 the Board agreed to issue a contract on the Clendenin project. The contract has been signed and the contractors have begun the work.

2. Main Library. Ms. Wright reported that Main Library managers and the architects have met on two occasions to discuss the design of our new facility. The architects plan to meet with Ms. Wright and the Main Library managers approximately every two weeks.

Ms. Wright stated that she would be touring libraries in South Carolina next week along with the architects and some of the main library managers and Mr. Parker Smith.

Ms. Wright stated that she and Mr. Steve Branner would be meeting with representatives from the Clay Center next week to discuss parking.

Ms. Wright stated that we have received four responses to the request for assessment work to appraise the property associated with the Main Library site.

NEW BUSINESS:

1. National Library Week. Upon motion by Ms. Cloer, seconded by Dr. Byrd and unanimously carried, the following resolution was adopted:

WHEREAS, April 6 through April 12, 2003 is celebrated as National Library Week, and

WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality services to library patrons as exemplified by the continued success of the West Virginia Book Festival and the summer library clubs for children and adults, and the implementation of software to ensure equity of access to public computers, and

WHEREAS, the Kanawha County Public Library system staff has also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons, and

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library system here assembled on March 10, 2003 that on the occasion of National Library Week, that the staff of the Kanawha County Public Library system is hereby commended for its continued effort to provide patrons with the most effective services, materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

2. Business Cards. Ms. Wright stated that as we will soon be in the process of starting our fundraising campaign for our new facility it might be useful for the members

of the Board to have business cards to use. A sign up sheet was distributed to each Board member to complete.

3. Lawsuit. Dr. Bailey reported that the Executive Committee met to discuss the lawsuit between the Kanawha County Board of Education and the State Department of Education. The Committee decided to employ legal counsel to look after our interests. The Committee is in the process of identifying an attorney to handle this matter.

There being no further business the meeting was adjourned.

President

Secretary

KANAWHA COUNTY PUBLIC LIBARY
2003/2004 BUDGET
INCOME

	BUDGET 2003/2004
Levying Authorities	
Board of Education	2,228,069
County Commission	2,228,069
City of Charleston	782,740
Subtotal	***5,238,878***
State Grants	
Grant In Aid (@ 4.01 per capita)	737,653
Nitro Administrative Fee	4,329
Budget Digest	0
Subtotal	***741,982***
Branch Support	
Clendenin	3,374
Cross Lanes	7,374
Dunbar	58,354
Elk Valley	6,259
Glasgow	624
Marmet	2,600
Riverside	5,952
St. Albans	87,113
Sissonville	5,821
Nitro - Budget Supplement	0
Subtotal	***177,471***
Other	
Miscellaneous Supplements	0
Clendenin Flood Insurance Reserve	700
Fines and Fees	75,000
Interest	35,000
Miscellaneous/Booksale/Parking	60,000
Jacobson Fund	40,000
Library Foundation	5,000
Subtotal	***215,700***
GRAND TOTAL	***$6,374,031***

Adopted by the Board of Director's at its March 10, 2003 meeting.

KANAWHA COUNTY PUBLIC LIBRARY
2003/2004 BUDGET
EXPENDITURES

	BUDGET 2003/2004
Salaries (114 FTE)	
Full-time Professional	1,167,222
Full-time Paraprofessionals	1,462,540
Part-time Paraprofessionals	351,006
Substitute Professionals	8,900
Substitute Paraprofessionals	86,000
Overtime	4,000
Salaries Subtotal	**3,079,668**
Benefits	
Drug and Alcohol Screening	500
Education	3,000
Employee Assistance Program	2,000
Employee Parking	35,000
Retirement	289,028
FICA	235,595
Health Insurance	474,261
Dental/Vision Insurance	32,000
Disability Insurance	12,000
Workers Compensation	15,000
Unemployment Compensation	2,000
Subtotal	**1,100,384**
Salaries & Benefits Total	**4,180,052**
Materials for Collection	1,000,000
Collection Materials Total	**1,000,000**
Building and Equipment	
Automation Equipment	14,000
Automation Repair & Maintenance	93,000
Automation Software	15,000
Bookmobile Replacement	0
Building Repair & Maintenance	75,000
Building Improvements	40,000
Building Remodeling	0
Equipment Repair & Maintenance	12,000
Furniture/Equipment Purchase	45,000
Rental, Equipment & Vehicle	1,000
Vehicle, Gas & Oil	9,000
Vehicle, Maintenance	12,900
Computer Equipment	45,000
Copier Expenses	10,000
Uniforms	1,000
Building & Equipment Subtotal	**372,900**

KANAWHA COUNTY PUBLIC LIBRARY
2003/2004 BUDGET
EXPENDITURES

	BUDGET 2003/2004
Personnel	
Recruitment	7,000
Training	22,000
Travel	32,000
Personnel Subtotal	**61,000**
Public Relations	
Printing	33,000
Programs	18,000
WV Book Festival	0
Advertising	35,000
Public Relations Subtotal	**86,000**
Supplies	
Automation Supplies	20,000
Housekeeping Supplies	15,000
Supplies	87,000
Supplies Subtotal	**122,000**
Utilities	
Electricity	108,000
Water/Sewerage Treatment	24,000
Natural Gas	22,000
Fire Service Fee	900
Telephone	59,000
Trash Removal	7,000
Utilities Subtotal	**220,900**
Other	
Collection Expense for Overdue Materials	30,000
Postage/Freight	90,000
Refunds	1,500
Memberships	5,400
Audit	9,000
Property and Casualty Insurance	55,000
OCLC/Cataloging Data Expense	53,000
Miscellaneous	3,000
Nitro Administrative Fee	4,330
Professional Fees	25,000
Sales Tax	300
Security for Cross Lanes	800
Kiosk Maintenance & Lease	6,000
Capital Expenditure - Clendenin	0
Capital Expenditure - Main Library	0
Capital Expenditure - Site Selection	0
Clendenin Expansion	0
Clendenin Flood Reserve	0
Sissonville Construction	0
Booksale	25,000
Other Subtotal	**308,330**
Capital Reserve Fund	0

KANAWHA COUNTY PUBLIC LIBRARY
2003/2004 BUDGET
EXPENDITURES

	BUDGET 2003/2004
Contingency	22,849
	$6,374,031

Adopted by the Board of Director's at its March 10, 2003 meeting.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 14, 2003

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 14, 2003 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Pauer
Dr. Bailey	Mr. Rolston
Ms. Chilton	Mrs. Rugeley
Ms. Cloer	Ms. Russell
Ms. Gage	Mr. Smith
Mr. Kauffelt	Ms. Tarr

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Angie Cash, Administrative Assistant.

Dr. Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mr. Albert, seconded by Mrs. Rugeley and unanimously carried, the Minutes of the March 10, 2003 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Gage, and unanimously carried, the payment of General bills in the amount $147,674.28 and the Book Bills in the amount of $83,897.92 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $519.59 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Ms. Gage and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of March. Included were the following:

The month of March saw a number of staff members involved in various types of training. A number of staff members attended classes offered by the West Virginia Library Commission on a number of standard computer programs such as Excel and Access. A puppetry workshop was offered to various staff members involved in children's programming. A number of staff members attended the spring workshop of the West Virginia Library Association held in Flatwoods. Karen Arnett and Danny Murphy of the Automation staff attended the SIRSI Users Conference in St. Louis. Karen was a presenter at this conference. Elizabeth Fraser and Jen Dawson of the Reference Department attended the Computers in Libraries conference in Washington, DC.

We received notification in March that KCPL was awarded a grant of $3000 by the Greater Kanawha Valley Foundation. We had submitted a grant request for a trial project to circulate LeapPad Learning systems. Terri McDougal developed this grant concept and the grant was written by Cindy Miller.

A new release of the SIRSI library automation software was installed during March. Also the Novell server's operating system was upgraded and several patches

were installed. This upgrade should improve the links with the branches, which had been disrupted when the Library Commission reconfigured the statewide network.

The library had exhibits at several events during March including the Small Business Trade Show, the Healthy Kids Day at the YMCA and the Aldersgate Health Fair in Sissonville. Library staff members gave a presentation at the Elk Valley Lions Club about library services and medical information on the Internet was the presentation topic to the Association of Operating Room Nurses. Reference staff members did a presentation on the library's extensive collection of grant resources to a class of 39 people held by the Greater Kanawha Valley Foundation.

The Elk Valley Branch partnered with the Elk Valley Woman's Club to hold a reception and display of student artwork from Herbert Hoover High School in recognition of Youth Art Month. 50 people attended the reception. Sissonville held a book signing with author Nancy Merical that was attended by 35 people. And Cross Lanes partnered with AARP to offer a driver safety program.

REPORTS OF COMMITTEES:

1. Membership Committee. Ms. Chilton stated that the Membership Committee met and is recommending Board approval on the following resolution:

RESOLVED, that Ms. Nelle Chilton, Mr. Darrell Rolston and Ms. Pamela Tarr be recommended to the Kanawha County Board of Education for another six year term to end June 30, 2009.

Upon motion by Ms. Chilton, seconded by Mr. Albert and unanimously carried the above resolution was adopted.

Ms. Chilton stated that the Committee has not yet found a candidate to recommend to fill the vacant position.

2. Personnel Committee. Mrs. Rugeley reported that the Personnel Committee met to discuss the possible steps that might be taken as a result of no pay raise being given to staff. The committee decided to meet with the entire staff to explain the library's financial situation and the reasons no increase could be given. An individual letter will be sent to staff members informing them of the situation. On Wednesday, April 30 the main library and branches will be closed until 11:00am and the staff will meet at the Christ Church United Methodist in Charleston. Personnel Committee members will be present to explain the situation and answer any questions the staff may have.

Mrs. Rugeley also reported that the Personnel Committee discussed giving staff two additional paid holidays. After much discussion and upon motion of the Committee, seconded by Ms. Tarr and unanimously carried the following resolution was adopted:

RESOLVED, That the library staff be given two additional paid holidays, the Saturday before Memorial Day and the Saturday of Labor Day weekend.

3. Building Committee. Mr. Rolston reported that request for proposals were sent out for appraisals of the property involved in the new main library project. Mr. Rolston and Dr. Ranson reviewed the proposals.

Upon motion of Mr. Rolston, seconded by Ms. Gage and unanimously carried the following resolution was adopted:

RESOLVED, that the Library Director and Administrative Services Officer are authorized to award a contract to Zdrojewski & Company in an amount not to exceed $19,000 for the purpose of appraising the property on the site of the proposed new main library.

OLD BUSINESS:

1. Clendenin Update. Mrs. Wright reported that the Clendenin project is well underway. The library is now closed to the public and the new section is already under roof. The workers are now working inside the library. We are using a garage across the street to store our collection and furniture. The Bookmobile will be at Clendenin one day a week while the library is closed.

2. Lawsuit Kanawha County Board of Education. Ms. Tarr reported that the Supreme Court by a vote of 4 – 1 rejected the Kanawha County Board of Education's petitions regarding an adjustment in the school financing formula.

3. Lawsuit of Lacy vs. Board of Education. Dr. Ranson reported that the Lacys were offered by the library's insurance carrier and the Board of Education's insurance carrier a total of $12,000 ($6,000 from each insurance carrier) to settle the lawsuit with prejudice. The Lacys can reopen the lawsuit only if a professionally certified structural engineer finds that any future damage to the Lacys property is caused by conditions on the Board of Education's property.

NEW BUSINESS:

1. Library Foundation Donor Event. Dr. Bailey stated that the event was a great success and he thanked Cindy Miller and her staff for the work done to make the event a success.

Ms. Wright then showed a presentation of pictures from the recent trip by library staff and architects to visit three main libraries in South Carolina.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 12, 2003

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 12, 2003 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Reustle
Dr. Bailey	Mr. Rolston
Dr. Byrd	Mrs. Rugeley
Ms. Cloer	Ms. Russell
Ms. Gage	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Ms. Pauer	Ms. Whitehead
Mr. Ray	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mr. Albert, seconded by Mrs. Rugeley and unanimously carried, the Minutes of the April 14, 2003 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert and unanimously carried, the payment of General Bills in the amount of $304,298.76 and the Book Bills in the amount of $91,407.90 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $56.28 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of April. Included were the following:

In April we were at last able to begin the long anticipated installation of a satellite dish on the bookmobile which when completed will allow the bookmobile to have full access to our library automation system, SIRSI, as well as the Internet. Costs have decreased substantially over the past three years and technology has improved significantly. We will be able to have the satellite connection work at most of our stops despite the terrain we have to deal with at many of our stops in the eastern end of the county. This was one of the goals in our current long-range plan.

Over 150 preschoolers attended two presentations of the program "Mother Goose Magic" at the Main Library in early April. This program was featured in a front page

article in the Charleston Gazette on April 28. KCPL worked with WPBY to present a program featuring Clifford, the bid red dog, at four locations around the county. Terri McDougal, Head of the Children's Services read several Clifford books at each location and WPBY then had the Clifford character in costume visit with the children.

During April several locations offered History Alive presentations about individuals related to West Virginia history. These programs were well attended particularly the program on Pearl Buck in Elk Valley which had an audience of 57 people. These programs were aimed at middle and high school students and adults. The most popular adult program offered during April was an all day workshop at the Dunbar Library on researching your Irish and Scots-Irish ancestors. 75 people attended that program.

KCPL participated in the YMCA's Health Day and issued 23 new library cards at the event.

The St. Albans Library Board in cooperation with the WV Division of Forestry worked with 46 sixth graders from local schools in a program designed to recognize Earth Day and Arbor Day. The students had a program about the importance of trees in our ecology and then assisted in the planting of 22 new trees.

Ms. Wright then shared a "Day In the Life" statistics report that was compiled to show the statistics for each location on a normal workday. Ms. Wright indicated that the Clendenin Branch was closed for remodeling April 8 through June 30 or later.

REPORTS OF COMMITTEES:

1. Membership Committee. Ms. Wright reported that the committee has met and have been diligently working to fill the vacant position on the Board of Directors. The committee would like to recommend Mr. J. Randy Valentine. Mr. Valentine is an investment advisor with NTV and has been a resident of Kanawha County for 51 years.

Upon motion by Dr. Byrd, seconded by Ms. Cloer and unanimously carried the following resolution was adopted:

RESOLVED, That J. Randy Valentine be recommended to the Kanawha County Board of Education to fill a vacant position on the Board of Directors with his term to expire June 30, 2005.

2. Personnel Committee. Mrs. Rugeley reported that a meeting was held with the staff members on April 29 to discuss the issue of no salary increases in the next fiscal year and to answer questions. Dr. Bailey and Ms. Wright made presentations about this issue. Mrs. Rugeley stated that it was a very positive meeting and staff members did share their questions, concerns and suggestions. Since the meeting Ms. Wright has received two emails from staff members thanking the Board of Directors for their efforts and for the two additional holidays.

OLD BUSINESS:

1. Clendenin Update. Ms. Wright reported that she and Dr. Ranson visited the Clendenin library last Friday. Ms. Wright shared pictures with the members of the Board. She stated that the contractors are on schedule and she is pleased with HARCO's performance to date.

2. Main Library Update.

Progress with the Design Ms. Wright reminded the Board members of the meeting scheduled for Friday, May 16 with the architects. Ms. Wright also stated that the appraiser has begun work on developing estimates of the value of each parcel of property on the proposed main library site.

Financial Advisory Committee Ms. Tarr reported that the committee has had two introductory meetings. The committee is beginning to look at the different fund raising options that would be available for the new Main library project.

NEW BUSINESS:

1. Bylaws change for Library Foundation. Mrs. Rugeley stated that the Library Foundation Board currently has 9 members and would like to have the option of adding more members to the Board when fundraising begins for the new Main library. Currently Article 4.3 of the bylaws states: "The number of Directors shall not be fewer than 5 and not more than 15, as may be determined by the Voting Member from time to time.

The proposed change requested is to increase the maximum number from 15 to 24.

Upon motion by Mrs. Rugeley, seconded by Mr. Ray and unanimously carried the

Board approved the change of Article 4.3 as proposed.

Mrs. Rugeley stated that Article 4.12 currently states: "At all meetings of the Board of Directors, a majority of the Directors, including ex-officio Directors, shall be necessary and sufficient to constitute a quorum for the transaction of business…."

Mrs. Rugeley moved to replace "a majority" with "one-third" in order to be in compliance with the West Virginia Non-Profit Corporation Act of 2002. Mr. Albert seconded the motion and it was unanimously carried.

2. Appointment of Nominating Committee. Dr. Bailey stated that Mrs. Rugeley, Mr. Reustle and Ms. Chilton would serve on the committee with Mrs. Rugeley as Chair.

3. Date for Annual Meeting. Dr. Bailey announced that the annual meeting would be Monday, July 14th at 2:00p.m.

4. Other. Mr. Ray stated that we need to have an agreement with the contractors next door in regard to the Kanawha Hotel demolition.

Upon motion by Mr. Ray, seconded by Mr. Albert and unanimously carried the following resolution was adopted:

RESOLVED, That the license agreements with regard to the Kanawha Hotel

demolition be submitted to the Executive Committee for approval with legal review and if approved the President be authorized to sign the legal agreements.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 9, 2003

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 9, 2003 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Pauer
Dr. Bailey	Ms. Poffenbarger
Dr. Byrd	Mr. Ray
Ms. Chilton	Mrs. Rugeley
Ms. Cloer	Ms. Russell
Ms. Gage	Mr. Smith
Mr. Kauffelt	Ms. Tarr

Guest: Ms. Amanda Woods and Ms. Lisa Sayre both Volunteens.

Also present were: Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Dr. Kenneth Bailey, President presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mr. Albert, seconded by Ms. Russell and unanimously carried, the Minutes of the May 12, 2003 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley and unanimously carried, the payment of General Bills in the amount of $159,306.61 and the Book Bills in the amount of $107,486.48 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,163.06 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of May. Included were the following:

Promotion of the children's Summer Library Club received a large portion of staff time during May. Visits were made to elementary school classrooms and daycares around the county to encourage children to participate in this annual program. This summers theme is Reading: the Great Escape. Staff members were also involved in receiving applications from students interested in the VolunTEEN program. Orientation sessions for these applicants and their parents were held at each location.

A sampling of programs offered during May include a living history presentation about Clara Barton. This program was offered in several locations in cooperation with the Red Cross. We had 74 children attend this program in Marmet and 32 in attendance at Sissonville. The Children's Department at the Main Library offered a program entitled "Beat the Drum & Tell the Tale". This program, which featured the Chandler Elementary School's Drum Ensemble, had 35 in attendance. A special showing of the

movie "Harry Potter and the Chamber of Secrets" had an audience of over 40 people at the Main Library.

Outreach activities in May included an exhibit at the Senior Expo at the Civic Center where we received 25 applications for new library cards. We also had a table at the Women and Money Conference and had 34 new library card applications at this event. Library staff participated in the Outdoor Classroom event at Point Harmony Elementary in Cross Lanes. Staff members presented a storytelling program to 150 third graders.

A long awaited goal started to become a reality during May as a satellite dish was installed on the bookmobile. This dish will allow for a real time connection to the Internet and most importantly the library's on-line catalog. The Automation staff is currently checking the settings for each stop and about 50% of the stops are now able to take advantage of this improved service. Also last month the Automation staff members were able to expand their workspace into an area on the fifth floor that had formerly been occupied by part of the Reference staff. This improvement provides better workspace for several members of the Automation Department.

Staff members have been preparing for the annual Street Fair at the Main Library. This event will take place on Saturday, June 21 from 10-4 and we hope you will bring your children or grandchildren to enjoy the fun and games that will be available.

At this point in the meeting Dr. Bailey introduced Ms. Amanda Woods and Ms. Lisa Sayre both VolunTeens. Ms. Woods and Ms. Sayre along with John Taylor who was unable to attend were all recipients of the Board of Education's Superintendent's 2003 Community Service Awards. Ms. Woods and Ms. Sayre both read their award winning essays.

Upon motion by Ms. Chilton, seconded by Mrs. Rugeley and unanimously carried the following resolutions were adopted:

RESOLVED, That the Board of Directors of the Kanawha County Public Library extends its sincere appreciation to VolunTEEN, Amanda Woods, for all of her numerous contributions of service to the library's children's department over the past several years and her work to promote the importance of reading to children; and

FURTHER RESOLVED, that the Board congratulates Amanda on being one of the recipients of the Board of Education's Superintendent's 2003 Community Services Awards.

RESOLVED, that the Board of Directors of the Kanawha County Public Library extends its sincere appreciation to VolunTEEN, Lisa Sayre, for all of her numerous contributions of service at the Riverside and Marmet branch libraries over the past six years; and

FURTHER RESOLVED, that the Board congratulates Lisa on being one of the recipients of the Board of Education's Superintendent's 2003 Community Service Awards.

RESOLVED, that the Board of Directors of the Kanawha County Public Library extends its sincere appreciation to VolunTEEN, John Taylor, for all of his numerous contributions of service to the Cross Lanes Branch Library; and

FURTHER RESOLVED, that the Board congratulates John on being one of the recipients of the Board of Education's Superintendent's 2003 Community Service Awards.

REPORTS OF COMMITTEES:

1. Financial Affairs Committee. Upon motion by Mr. Smith, seconded by Ms. Tarr and unanimously carried the following resolution was adopted:

RESOLVED, that the following adjustments be made to the fiscal year 2002/03 budget:

FROM		TO	
$10,000	Contingency	$10,000	Administration Postage
$1,000	Buildings & Ground - Electricity	$1,000	Buildings & Ground - Natural Gas
$2,500	Building's & Ground - Electricity	$2,500	Buildings & Ground - Vehicle Gasoline
$3,100	Contingency	$3,100	Human Resources - Education
$4,330	Nitro Administrative Fee	$4,330	Marketing & Development - Printing
$1,000	St. Albans Electric	$1,000	St. Albans Trash Removal
$800	Buildings & Ground - Electricity	$800	Buildings & Ground - Trash Removal
$1,500	Contingency	$1,500	Disability Insurance
$1,500	Contingency	$1,500	Property & Casualty Insurance
$20,000	Contingency	$20,000	Clendenin Expansion

Upon motion by Mr. Smith, seconded by Mrs. Rugeley and unanimously carried the following resolution was adopted:

RESOLVED, that the FY 2002-2003 Budget be amended to reflect an additional $37,239 in income from the West Virginia Library Commission.

Upon motion by Mr. Smith, seconded by Mrs. Rugeley and unanimously carried the following resolution was adopted:

RESOLVED, that the FY 2002-2003 budget be amended to reflect an additional $83,830.45 in income from the Library Foundation of Kanawha County to be used for the Clendenin expansion project.

Upon motion by Mr. Smith, seconded by Mr. Albert and unanimously carried the following resolution was adopted:

RESOLVED, That any remaining balance in the Clendenin Expansion line item will be carried forward to the FY 2003-2004 Budget effective July 1, 2003 for the purpose of paying for any remaining expenses connected to the project.

OLD BUSINESS:

1. Clendenin Update. Mrs. Wright reported that the project is near completion. The contractors have been awarded substantial completion with the provision that the air conditioning and heating systems be tested. Mrs. Wright shared recent pictures of the building. Mrs. Wright also stated that the Bookmobile continues to be at Clendenin once a week.

2. Main Library Update. Mrs. Wright reported that we are continuing to meet with the architects. She also stated that we are trying to gather all pertinent information related to Fibernet's occupancy of one of the buildings on the proposed site.

3. Mr. Randy Valentine. Dr. Bailey reported that Mr. Valentine has withdrawn his name from consideration for the vacant position on the Board of Directors.

NEW BUSINESS:

1. Library Foundation. Upon motion by Mrs. Rugeley, seconded by Ms. Tarr and unanimously carried the following resolution was adopted:

RESOLVED, that the following people be appointed as members of the board of The Library Foundation of Kanawha County:

Thad Epps for a term ending 6/30/04
Dr. Bippin Avashia for a term ending 6/30/04
Mary Kay Bond for a term ending 6/30/06
Betsy Trammel for a term ending 6/30/06
Ginny George for a term ending 6/30/08
Cookie Glasser for a term ending 6/30/08

Mrs. Cloer reminded everyone that there would be a Sock Hop at the St. Albans Branch Library on June 20. Ms. Judy Duncan, St. Albans Branch Manager will be retiring June 30 and will be recognized at the Sock Hop. There will also be a reception for Ms. Duncan on Sunday, June 22 at the St. Albans Branch Library.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

July 14, 2003

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 14, 2003 at 2:00 p.m. at the Clendenin Community Center.

The following members were present:

Mr. Albert	Mr. Ray
Dr. Bailey	Ms. Russell
Mr. Kauffelt	Mr. Smith
Ms. Poffenbarger	Ms. Tarr

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Angie Cash, Administrative Assistant.

Dr. Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed the library staff and the following guests: Ms. Gae Anderson, Ms. Juanita Teel and Ms. Frances Snyder all of the Elk Valley Advisory Board, Ms. Laura Bittle, Ms. Midge Forwood, Ms. Betty Harper, Ms. Betty Jones,

Ms. Ann Smith and Ms. Sherry Swiney all of the Clendenin Advisory Board, Ms. Karen Lukens, Friends of the Library and Ms. Betsy Trammel, Library Foundation Board.

Dr. Bailey recognized Ms. Sherry Swiney. Ms. Swiney is a member of the Clendenin Advisory Board. She has been a devoted volunteer at the Clendenin Branch Library since 1994 and has donated over 300 hours of service each year.

Dr. Bailey then recognized each of the Board members in attendance at the meeting.

Approval of Minutes. Upon motion by Mr. Kauffelt, seconded by Mr. Albert and unanimously carried, the minutes of the June 9, 2003 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the payment of Book Bills in the amount of $73,303.48 and the General Bills in the amount of $349,096.08 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $105.63 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, it was ordered that the bills set out on the said list be paid.

REPORTS OF COMMITTEES:

1. Nominating Committee. In the absence of Mrs. Rugeley, Chair of the Nominating Committee, Ms. Wright reported that the Nominating Committee recommends the following slate of officers for the 2003/2004 fiscal year:

- Ms. Pamela Tarr – President
- Ms. Caroline Cloer – First Vice President
- Ms. Karen Gage – Second Vice President
- Ms. Linda G. Wright – Secretary/Treasurer
- Dr. Frederick Ranson – Assistant Secretary/Treasurer

There being no nominations from the floor, upon motion by Mr. Albert, seconded by Mr. Smith the above-named officers were elected by acclamation.

Dr. Bailey, former President, welcomed the new President, Ms. Pamela Tarr, to office and invited her to preside over the remainder of the meeting. Ms. Tarr thanked Dr. Bailey for the excellent job he had done as President and for the leadership he has rendered to the Library during his tenure as President of the Board. Ms. Tarr also stated that a donation had been made in honor of Dr. Bailey to the Library Foundation to be used to purchase West Virginia materials for the collection. Ms. Tarr presented Dr. Bailey with a plaque in recognition of his services.

OLD BUSINESS:

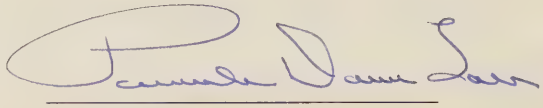
None.

NEW BUSINESS:

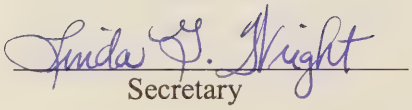
Ms. Wright presented an annual report highlighting the accomplishments of the library system during the 2002/03 fiscal year. A copy of the annual report is attached to the minutes of this meeting.

Staff members along with guest, Ms. Karen Lukens, Friends of the Library then made presentations highlighting the Friends of the Library, PC Reservation software, the Kids Connection Team and the Clendenin Building Project.

The meeting was adjourned and everyone was invited to the Clendenin Branch Library for refreshments.



President



Secretary

Kanawha County Public Library system

Annual Report 2002-2003

Clendenin Expansion Project

Computer Usage

VolunTEENs

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Vision:

We envision the Kanawha County Public Library as the people's premier source of information in a community where learning and reading are revered and being well informed is valued.

Mission:

The mission of the Kanawha County Public Library system is:

- To provide free, equal and uncensored access to information
- To provide citizens with job training and career development information that will prepare them for a competitive job market
- To enrich individual and family lives through satisfying educational, recreational and cultural experiences
- To enable patrons to access new information technology
- To provide opportunities for lifelong learning
- To serve as the center of community life
- To use available resources efficiently
- To seek additional resources

Kanawha County Public Library system

Board of Directors

Kenneth Bailey, President
Pamela D. Tarr, First Vice President
Caroline Cloer, Second Vice President

Michael Albert
Charlene Byrd
Nelle Chilton
Karen Gage
T. D. Kauffelt
Jennifer Pauer
Susan Poffenbarger
John L. Ray
Harry Reustle
Darrell Rolston
Virginia Rugeley
Angelia Russell
Parker K. Smith, Jr.
Jerie Whitehead

Linda G. Wright, Library Director

Library Staff

Abbott, Pat
Allen, Mary
Anderson, Karen
Andrews, Jean
Arey, Amy
Arnett, Karen
Arnold, Monica
Barney, Lynn
Bennett, Debbie
Bergeron, Patty
Blessing, Toni
Boggess, John
Bolte, Rebecca
Bosley, Angela
Bradshaw, Olivia
Bravo, Olivia
Brooks, Willie
Brumfield, Linda
Burgess, Bernice
Burgess, Mary
Burgess, Sara
Carr, Melissa
Cash, Angie
Childers, Eddie
Christman, Carol
Christman, Janet
Clark, Garnett
Cook, Todd
Dailey, Matthew
Dankovich, Kim
Daugherty, Tom
Dawson, David
Dawson, Jen
Dawson, Penny
Decker, Sheryl
Duff, Kim
Duncan, Judy
Eck, Samantha
Ellis, Jennifer
Falin, Lori
Feldman, Peggy
Ferguson, Denise
Ferrell, Betsi
Ferrill, Kay
Finney, Ronnie
Flowers, Nancy
Foster, Teresa
Fraser, Elizabeth
Frazier, Stacy
Frercks, Sandy
Garbosky, Al
Geiger, Beverly
Gibson, Robert
Glasko, Heather
Goodall, Esther
Grose, Carol
Gwinn, Paul
Hacker, Pam
Hall, Christine
Hall, Tina
Hansford, Marian
Harper, Betty Jane
Harper, Jessica
Harper, Susan
Harris, Phyllis
Harrison, Gail
Henstock, Marilyn
Herndon, Bridget
Hicks, Jane
Holstein, Susanna
Howard, Mary Jane
Huffman, Terry
Hughes, Jane
Imel, Tammy
Irving, Linda
Jackson, David
Jaggers, Sharon
Johnson, Andrea
Jones, Carrie
Kay, Kathy
Keeling, Terry
Kelly, Karen
Kenyon, Peggy
Kidd, Kevin
Koenitzer, Tracey
Lacaria, Linda
Lane, Cindy
Lawrence, Linda
Lazo, Stacy
Lindberg, Ethel
Lloyd, Travis
Lucas, Mary Lou
Mack, Lisa
Marslender, Dan
May, Pam
McCallister, Lynn
McCray, Amber
McDougal, Terri
McGarrity, Margaret
McGraw, Nancy
McKnight, Joe
McNeely, Donna
Merriken, Gail
Milam, Pamala
Miller, Cindy
Miller, Linda
Mills, Joycelyn
Morris, Lucy
Mundy, Louise
Murphy, Danny
Murphy, Susan
Naga, Kalyani
Naylor, Jeannie
Orndorff, Marsha
Parker, Tammy
Patton, Sharon
Payne, Lois
Pennington, Kelly
Phillips, Annette
Phillips, Laura
Pickens, Henry
Polak, Judy
Proctor, Wanda
Randolph, Marilyn
Ranson, Fred
Raynes, Darla
Raynes, Don
Reger, Pam
Reynolds, Darlene
Reynolds, Greg
Reynolds, John
Rhodes, Wayne
Riecks, Alice
Roark, Mickey
Rodriguez, Liz
Ross, Jerry
Saluta, Jane
Samples, Vicky
Sanson, Helen
Savage, Mary
Saylor, Susan
Schau, David
Schles, Jean
Schroeder, Marilyn
Shafer, Faye
Sias, Jennifer
Smyth, Shirley
Spiegler, Julie
Stewart, Stephanie
Stout, Sam
Straughter, Barbara
Talbert, Anita
Taylor, Marsha
Taylor, Mary Ann
Tolliver, Jeanne
Triplett, Peggy
Truluck, Norma
Tuitt, Charlie
VanBibber, Alta
Vogelaar, Kathy
Wallace, Traletta
Ward, Lora
Ward, Paula
Webb, Kristi
Welday, Penny
Wells, Sandra
Williams, David
Williams, Joshua
Williams, Joyce
Withrow, Loren
Woods, Amanda
Wright, Linda
Wright, Sara Sue
Zirk, Donna

2002/2003 Statistics

Total Patrons Registered as of June 30, 2003.....107,737

Total Items in the Collection as of June 30, 2003.....627,429

During the 2002/2003 Fiscal Year:

Items Circulated*.....1,042,039

Patron Visits to Libraries.....975,928

Items Requested by Other Library Systems

from KCPL through Interlibrary Loan.....2085

Directional, Information and Reference Questions Answered.....334,675

Number of Computer Users.....127,339

Number of Children's Programs Conducted.....360

Number of Children Attending Children's Programs.....8,718

Number of Staff Visits to Schools/Daycare Centers.....727

Number of Children Attending School/Daycare Visits.....21,429

Number of School Classes Touring Libraries.....695

Number of People Using Public Meeting Rooms.....9,069

Number of Volunteer Hours:

Provided by Young Adults.....3,450

Provided by Adults.....934

*Includes in - house usage

Facilities Highlights

- At the January 13, 2003 meeting of the Board of Directors the Board unanimously approved the corner of Lee Street and Leon Sullivan Way as the site of the new Main Library facility. Main Library managers began to meet regularly with the architects, ZMM Inc. and K. R. Montgomery and Associates, to develop the design of the new building. A contract was awarded in April to appraise the property located within the site of the new main library.

- At a Special Board of Director's meeting held February 25, 2003 the Board agreed to issue a contract for the Clendenin expansion project to Harco Construction of St. Albans. Construction began in March to enlarge and remodel the Clendenin Branch from 2200 sq. ft. to 4400 sq. ft.

- The lower level of the Main Library was remodeled and the Circulation and Reference work space was moved to the lower level. An off-desk delivery processing work area was one of the significant improvements that the Circulation staff gained. For the first time in over 20 years all members of the Reference staff now have their work space in the same area.

- The Elk Valley Branch Library reorganized the downstairs area to create a brighter, more efficient book sale area and staff work area.

- Improvements were made to the fifth floor of the Main Library to better accommodate the staff of the Automation Department.

- New shelving on the first floor of the St. Albans Branch Library permitted the expansion of the new "items" area. Paperback racks were removed and the paperbacks relocated to some of the new shelves to make better use of the limited floor space.

- The St. Albans Library Board doubled the size of the parking area at the St. Albans Branch. Funds used for the project were part of a bequest from long time Board Treasurer, Jim Delforge.

- The St. Albans Library Board improved the landscaping in front of the library, added trees on the open lot next to the library and landscaped the entire parking lot area.

- Additional shelving was added in the Audiovisual Department to better accommodate the audiobook collection.

Collection Management Highlights

- Proceeds from the Book Sale made possible the purchase of equipment to inspect, clean and resurface all compact discs (music and audiobook), CD ROM's and DVD's.

- All Technical Services staff have been trained and have initiated the use of the new OCLC cataloging interface, Connexion, which integrates features that will help staff become more efficient in the ordering, cataloging and classification of all types of materials.

- Technical Services incorporated the use of a color printer to design and produce customized donor bookplates, CD-ROM covers and other processing materials, all of which help make the materials available to the public more informative and visually appealing.

- The DVD collection grew substantially in size this past year as the demand for this format has grown dramatically.

- Over 1,000 titles of magazines were added on Brief Titles as a pilot project at our Sissonville Branch Library. This was a significant change for patrons; more convenient, easier to check out, less time consuming for staff.

- An increased amount of adult fiction was ordered. A trial project was developed to identify standard romance authors, and a paperback purchasing profile was created for each author.

- The children's collection improvement project was continued with particular attention given to children's fiction and beginning readers. A special order of book and cassette kits was developed to improve the holdings of these popular children's materials.

- The Audiovisual Department initiated a major weeding project that will result in an evaluation of all items in the collection.

Operations Highlights

- KCPL checked out over one million items in FY 2002-2003. This is a 4% increase over the previous fiscal year.

- At the October 14, 2002 meeting of the Board of Directors the Board approved the implementation of Unique Management Services to encourage timely return of materials. As of January 1, 2003 a fee of $15 was applied to each patron account with materials that are 45 days or more overdue and the account is transmitted electronically to Unique Management. Within the first 5 months of the initiation of this new service, a significant improvement was achieved in the return of long overdue materials.

- The Circulation Department handled numerous calls from patrons with long overdue materials that had been referred to the Unique Management system collection agency.

- The creation of a Council of library managers started to work with goals of improving internal communication and helping maintain current services while undertaking and monitoring the progress on new major projects.

- The Technical Services Department added almost 75,000 items to the library's collection including almost 6,300 websites.

- We have 446 subscribers to our On-Line Book Club. Patrons may choose from up to seven different categories of books.

- A Riverside Branch Library Teen Advisory Board was established and had good attendance at their monthly meetings.

- Systemwide forms have been revised and placed on the shared drive to improve access to the forms.

- Many locations made concerted efforts to expand and improve on the display and marketing of library materials to improve usage of the collection.

- The St. Albans Library celebrated 50 years of service by hosting a 1950's style sock hop on July 5. Over 300 people, including "Elvis" attended this enjoyable evening.

- The Elk Valley Branch Library celebrated its 25th anniversary on July 27 by hosting an open house sponsored by the Elk Valley Advisory Board.

- The Dunbar Branch Library celebrated its 25th anniversary on April 6 with an open house sponsored by the Dunbar Library Board.

Programming Highlights

- The Sunday Jams music series coordinated by the Children's Department was again offered at the Main Library with five very successful concerts held Sunday afternoons in February and March. The groups giving performances were: Voodoo Katz, Kitchen Chair Mojo Playboys, Spurgie Hankins Band, O'Doherty Family Singers and Picatto Trio.

- The second year for the Britton adult summer reading program was held during the summer of 2002. Over 500 adults enrolled in the program.

- The fifth annual Street Fair was held on June 21. This day proved to be quite a success due to the planning and organizing skills of the Marketing and Development staff members and the staff and volunteers who prepared for and worked at the event.

- Children's Services coordinated the most successful Summer Library Club ever with the 2002 "Naturally Wild" Summer Library Club program. Approximately 1400 children earned Summer Library Club T-shirts by reading 50 books each - a total of 70,000 books. The total number of books read by everyone enrolled in the 2002 Summer Library Club was 99,118. The Summer Library Club ended with several very well attended presentations of "Ocean in Motion" an outreach program from the Virginia Marine Science Museum.

- Children's Services began checking out programming kits to early childhood educators in April 2003. These kits were made possible by a grant from the Greater Kanawha Valley Foundation.

- Children's Services helped lead efforts for an increased presence of children's programming and activities at the West Virginia Book Festival. The Family Read Aloud Club made its debut at this event and 55 families system-wide participated in this program, culminating in a reception held on May 18, 2003 at the Dunbar Branch Library.

- Children's Services increased its emphasis on programming opportunities for children and their care givers at the Main Library in part, enhanced by the first-ever program funding specifically for Children's Services. Some of the programs offered were: Puppet Tales from Beatrix Potter, President and First Lady Lincoln, storytelling by Peanut Butter and Jam and Mother Goose Magic.

- The VolunTEEN program continued to be quite successful. During the summer of 2002 158 teens were involved in the program and volunteered 3469 hours of service throughout the library system. In addition three of the eight Superintendent's Community Service award winners for 2003 were library VolunTEENS: Lisa Sayre, John Taylor and Amanda Woods.

- Several very successful genealogy workshops were held in April at Dunbar and St. Albans.

- The Riverside Branch library celebrated Teen Read Week in October with a daily prize drawing.

School & Community Outreach Highlights

- Presentations were done by several staff members for school librarians at their in-service training workshop in August.

- The Dunbar Branch Library worked with the Dunbar Women's Club and the Dunbar Primary School to celebrate Read Across America, a nationwide program that uses Dr. Seuss' birthday to focus on the importance of reading.

- The Bookmobile staff made regular weekly stops in Clendenin while the Clendenin Branch was closed for construction.

- A number of presentations were made at civic clubs and on cable TV shows about the library system in general and the new main library project in particular.

- Children's Services worked with WPBY in April to present programs on Clifford the Big Red Dog at four locations around the county.

- The Dunbar Branch Library staff made regular visits to the Shawnee Educational Center. Dunbar staff also had a greater degree of interaction with the Dunbar Primary and Intermediate Schools.

- The Sissonville Branch Library increased their visitation and interaction with daycare facilities in their area.

- The Sissonville Branch Library participated with Flinn Elementary in the Pizza Hut Book-It Program. Library staff worked with teachers who brought six to nine classes per week to the library throughout the school year.

- The Sissonville Branch Library developed and initiated a program series for senior citizens. The Eagles Club of Charleston presented funds to Sissonville to assist with these programs.

- The Clendenin Branch Library staff increased their school visits and also took advantage of opportunities to have library card sign up events at senior citizen meetings and at Kroger.

- The Elk Valley Branch partnered with the Elk Valley Woman's Club to hold a reception and display of student artwork from Herbert Hoover High School in March in recognition of Youth Art Month.

- The library system had exhibits at a large number of events during the year such as: the Mountain State Business and Trade Show; Senior Expo; Headstart, Job and Training Fair; YMCA's Healthy Kids Day; Small Business Trade Show; and the Women and Money Conference.

Human Resources Highlights

- Forty-two positions were filled during the year.

- A systemwide attendance control program was developed and implemented.

- A first draft for a revised performance appraisal system was compiled.

- Fifty-nine staff members participated in SIRSI library software training during the course of the year.

– Thirteen staff members attended the West Virginia Library Association Annual Conference in the fall.

- Fourteen staff members attended the West Virginia Library Association spring workshops in March.

- One hundred and thirty-eight staff members attended the annual Staff Development Day which was held again at the John XXIII Pastoral Center in November. A variety of topics were presented by both internal and external sources.

- Increased training opportunities for staff members working with children was the result of a recommendation from the Kids Connection Team. As a result Dr. Carolyn Brodie presented a reader's advisory workshop for staff members who work with children, and Caroline Smith presented a puppet training workshop.

- Two Automation staff members attended the SIRSI International Users Conference in St. Louis and two Reference staff members attended the Computers in Libraries Conference in Washington, D.C.

- Reader's advisory training was continued by members of the Reference Department preparing and offering sessions on westerns, mysteries, thrillers, science fiction and young adult literature.

- Judy Duncan, St. Albans Branch Manager, retired as of June 30 with 15 years of service at KCPL. Mary Jane Howard was hired to fill this position.

Technology Highlights

- There were over 127,000 sessions on the library's public computer workstations during the year. This is a 27% increase over the previous fiscal year.

- IP renumbering of the KCPL network was undertaken due to changes in the state network implemented by the West Virginia Library Commission.

- An upgrade of the Novell operating system was done to improve the stability of the network connections with the branch libraries.

- A software program, PC Reservation, was purchased to help staff more fairly manage patron access to the limited number of public computers in the larger library locations. This software times the sessions, gives appropriate warning about time almost being up and then ends the session when the 30 minutes has elapsed. A patron is limited to four 30-minute sessions in a 24-hour period.

- Work was begun to implement the installation of a satellite link for the bookmobile to the library's on-line catalog.

- Staff members continue to expand their knowledge and use of the many features of the SIRSI library software. Reference Department staff now check in on-line the receipt of all the dozens of newspaper subscriptions the Department receives and work has begun on entering data to allow the same capability for magazines.

- Library patrons continue to increase their use of the features of the SIRSI library software. During the year almost 35,000 requests for library materials were placed by patrons from their home or office computers.

The Library Foundation of Kanawha County, Inc.

West Virginia Book Festival

- The second annual West Virginia Book Festival was held October 11 and 12, 2002. Over 7,000 people enjoyed this wonderful event. The featured author was Rick Bragg, and 30 authors participated. The Festival is presented by The Library Foundation, Charleston Newspapers and the West Virginia Humanities Council.

In addition to generous and substantial contributions by the three presenting organizations, the following entities are supportive of the upcoming Festival which will be held October 11-12, 2003:

WV Division of Tourism,	$13,888.00
WV Commission on the Arts,	$3,658.00
WV State Budget Digest Funding,	$5,000.00
WV Library Commission,	$5,000.00
Jackson Kelly, PLLC	$6,000.00
Marshall University,	$6,000.00
Verizon,	$6,000.00
BB&T,	$2,500.00
WCHS,	$5,000.00 (inkind)

Summer Library Club

- The sponsorships for the 2002 Summer Library Club include: The Charleston Gazette, Mary Jo Brick, WV-American Water Company.

2002 Annual Fund

- This annual campaign continues to grow in terms of dollars and donors. This year the goal was exceeded by collecting nearly $43,000. Money from this campaign is used for general operating expenses of the Library Foundation and to offset expenses of the Summer Library Club and the West Virginia Book Festival.

Bequests Received:

- Eloise Fisher Newlon, $23,000.

Donor Recognition Event:

- The Foundation's first donor recognition event, called "Turning the Page", was held in April. Approximately 60 people attended and enjoyed brief presentations by various board members and received information on the new Main Library building project.

The Library Foundation of Kanawha County, Inc. continued...

Grants:

- The Greater Kanawha Valley Foundation awarded the Library Foundation a grant for $3,000 toward the purchase of LeapPad products and related materials. These items will be for check out.

- The Herscher Foundation awarded the Library Foundation a grant for $10,844.00 toward the Clendenin Expansion Project.

- The Library Foundation contracted with RMS research in November to conduct a public opinion survey. The survey was funded by grants from the Clay Foundation and the Jacobson Foundation. A total of 400 registered voters in Kanawha County were asked questions about the library. Overall the survey was very favorable. Some of the findings included:

  - *Nine in ten respondents regard KCPL as an extremely valuable organization in the community.*

  - *93% of those surveyed expressed satisfaction with KCPL's services.*

  - *Highest rated aspects of the KCPL are availability of information/services, followed by library activities and access to technology.*

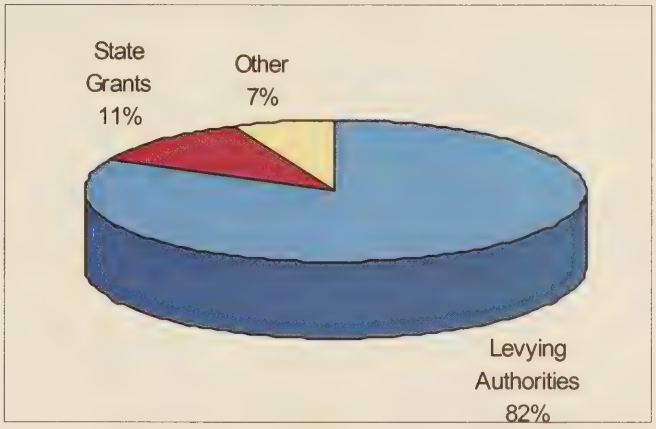
  - *Support is strong for a new downtown library: 8 in 10 favor the proposal.*

  - *Beneficial aspects of building a new library identified by the respondents include: better access for the handicapped, safer atmosphere for children, improved access to technology, more parking, and a better overall environment that would have more space.*

KANAWHA COUNTY PUBLIC LIBRARY
BUDGET FOR
FISCAL YEAR 2002/03

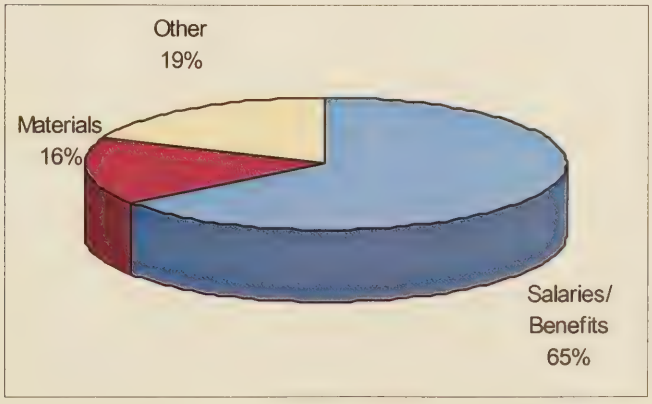
Levying Authorities	**$5,206,041**
State Grants	**$720,005**
Other	**$416,251**
Total	**$6,342,297**

Income



Salaries/Benefits	**$4,129,179**
Materials	**$1,017,000**
Other	**$1,196,118**
Total	**$6,342,297**

Expenditures



MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 11, 2003

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 11, 2003 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Reustle
Dr. Bailey	Mr. Rolston
Ms. Cloer	Ms. Russell
Mr. Ray	Ms. Tarr

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Guest: Mr. Chris Winton of Ray, Winton and Kelley and Mr. Gene Zdrojewski of Zdrojewski and Company.

Ms. Tarr, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mr. Albert, seconded by Dr. Bailey and unanimously carried, the Minutes of the July 14, 2003 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Albert, seconded by Ms. Cloer and unanimously carried, the payment of General Bills in the amount of $204,191.53 and Book Bills in the amount of $74,511.45 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $216.82 duly certified and approved in accordance with the bylaws and on motion of Mr. Albert, seconded by Ms. Cloer and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of July. Included were the following:

Circulation for July was 6% higher than July of last year. Almost 108,000 items were checked out. This number would have been even higher as Clendenin was closed for three weeks and the bookmobile was off the road for several days with mechanical problems.

The major reason for the increase can I believe be attributed to the great success of the children's summer library club. Although all the numbers have not yet been compiled most locations reported higher levels of participation than last summer. We do know that 1,590 children read or listened to 50 books or more to earn their t-shirts. 190 more children reached this level compared to last summer. All staff members who were involved with the children's summer library club are to be commended for their work.

By far the most popular program presented this summer was "A Knight's Story" where the presenter dressed as a knight and talked about the life and times of a knight.

On July 1 the West Virginia Library Commission began to filter the Internet in compliance with the recent U.S. Supreme Court ruling. They are using the iPrism filtering software. This software filters based on the URL or specific website addresses rather than by keywords. Although we did have some initial problems with the software blocking access to our on-line electronic information resources and to the book reviews and book summaries displays in our on-line catalog, many of those problems have been resolved. The one major problem we had anticipated and that has not happened is a slowdown in the speed of the network. Information on how to disable the block on a site has been shared with supervisors in all locations as the Supreme Court's ruling does require sites to be unblocked if requested by adult patrons.

Seven library staff members visited the Main Library of the Greensboro, NC public library system. Representatives from the architectural firms ZMM and K.R. Montgomery also toured the library.

Marilyn Schroeder, Assistant Public Services Manager, resigned effective July 18. Marilyn and her husband decided to move to Georgia to be closer to members of her husband's family.

Ms. Tarr then called upon Ms. Cloer. Ms. Cloer presented a motion, which was seconded by Mr. Ray and unanimously carried to adopt the following resolution:

RESOLVED, That Dr. Kenneth R. Bailey has served as the President of the Kanawha County Public Library Board of Directors since July 1999; and

WHEREAS, Dr. Kenneth R. Bailey has led the Library with great distinction during a period of time that has seen the opening of a branch at Riverside High School, the construction of a new branch facility at Sissonville, the renovation of, and addition to, the branch facility at Clendenin, the selection of a site for the proposed new main downtown branch, and the implementation of the new SIRSI library automation software; and

WHEREAS, Dr. Kenneth R. Bailey has given selflessly of his time and talent for the benefit of the Library.

THEREFORE BE IT RESOLVED, That the Board of Directors wishes to express its deep appreciation for the leadership he has rendered to the Library during his tenure as President of the Board.

REPORTS OF COMMITTEES:

1. Building Committee. Mr. Rolston reported that the committee has met with the architects of ZMM Inc. who presented an initial outline of the footprint of the design of a new Main library. He then explained the reasons for this design.

Upon motion by Mr. Rolston, seconded by Dr. Bailey, the following resolution was presented for consideration by the Board:

RESOLVED, That the Board of Directors authorizes the architects to proceed with the rectangular scheme for the basis of developing the schematic design for the new main library; and

FUTHER RESOLVED, That the building design recognize that there could be a future use for library purposes of the property currently occupied by Fibernet.

After discussion and upon motion by Mr. Ray, seconded by Dr. Bailey and unanimously carried, the above resolution, was amended as follows: in the second paragraph, the word "future" was changed to read "current" and the words "as shown on the attached exhibit" added after the word "scheme:

After further discussion and upon motion by Dr. Bailey, seconded by Mr. Ray and unanimously carried, the above resolution was amended to delete the second paragraph.

The Board then unanimously approved the resolution with amendments. The resolution as amended and adopted will read:

RESOLVED, That the Board of Directors authorizes the architects to proceed with the rectangular scheme as shown on the attached exhibit for the basis of developing the schematic design for the new main library.

In another matter Mr. Rolston stated that Ms. Eula Strickland made an offer to sell her house adjacent to the Clendenin library for $35,000.

Upon motion by Mr. Rolston, seconded by Dr. Bailey and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to enter into a purchase agreement with Eula Strickland for the acquisition of her property adjacent to the rear of the Clendenin Library at a price not to exceed $35,000 provided a certified appraisal of the property equals or exceeds that amount;

FUTHER RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to transfer up to $45,000 from the unencumbered fund balance for the acquisition of the Strickland property and the demolition of the existing structure on the property.

At this point in the meeting Ms. Tarr called for an Executive Session of the Board on advice of the Board's counsel, Mr. Winton, to receive information related to property acquisition for the new main Library. Ms. Tarr stated the Executive Session was being called pursuant to *W.Va. Code § 6-9A4(b)(9)* to receive information subject to the attorney client privilege, the attorney work product doctrine and exempt from public disclosure pursuant to *W.Va Code § 29B-1-4(5) and (8).* Ms. Tarr stated that Public

Notice of the Board Meeting had been given as required by *W.Va. Code § 6-9A-3,* and that written Minutes of the public Board Meeting and the Executive Session would be kept as required by *W. Va. Code § 6-9A-5.* Upon motion by Dr. Bailey, seconded by Ms. Cloer and unanimously carried by a show of hands, the Board went into Executive Session after Ms. Miller and Ms. Cash left the meeting.

Following the adjournment of the Executive Session, the meeting resumed with a report from the Membership Committee.

2. Membership Committee. Ms. Poffenbarger reported that the committee met and has sent out letters to twelve potential candidates. The committee has received one application back and will be meeting to discuss the applicant.

3. Financial Affairs. Mr. Reustle reviewed the unaudited Statement of Fund Balance as of June 30, 2003.

Upon motion by Mr. Reustle, seconded by Ms. Cloer and unanimously carried the following resolution was adopted:

> RESOLVED, That the fiscal year 2003/2004 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year to allow the following amounts to be taken from the unencumbered fund balance for the items designated.

Advertising	13,955.17
Automation Equipment	14,888.00
Automation Repairs & Maintenance	20,877.50
Automation Software	13,728.00
Building Improvements	5,241.00
Building Remodeling	1,174.42
Building Repair & Maintenance	248.99
Capital Expenditure - Main Library	334,131.25
Capital Expenditure - Main Library - Site Selection	19,000.00
Clendenin Expansion Project	34,516.12
Computer Equipment	11,222.00
Copier Expenses	500.00
Equipment Repair & Maintenance	1,401.25
Furniture & Equipment	10,010.96
Phone	106.00
Postage/Freight	44.50
Printing	2,581.50
Programming	1,012.00
Staff Training	4,769.00
Supplies	4,918.08
TOTALS	**494,325.74**

Upon motion by Mr. Reustle, seconded by Ms. Poffenbarger the following resolution was adopted:

RESOLVED, That the fiscal year 2003/04 budget be adjusted to allow the following amounts to be taken from the unencumbered fund balance and used for the items designated.

Automation Supplies	4,000.00
Bookmobile Reserve	55,000.00
Booksale	15,000.00
Building Improvements	6,000.00
Capital Expenditure - Main Library	3,155.00
Clendenin Expansion project	44,887.09
Clendenin Flood Reserve	18,188.00
Collection Materials	43,500.00
Contingency	17,151.00
Copier Expenses	7,000.00
Education	3,800.00
Furniture & Equipment	1,100.00
OCLC	2,000.00

Sissonville Construction	5,500.00
Uniforms	400.00
Total	**$226,681.09**

Upon motion by Mr. Reustle, seconded by Mr. Ray and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to supplement the Fiscal 2003 – 2004 Budget by adding to Clendenin Expansion line item any additional monies including but not limited to $40,000 from the Kanawha County Commission and $20,000 from the Legislative Budget Digest.

Mr. Reustle also reported that the 2001-2002 audit has been completed with no significant findings. Dr. Bailey pointed out that the Financial Affairs Committee met privately with the auditors who indicated they found everything to be in order.

Upon motion by Mr. Reustle, seconded by Dr. Bailey and unanimously carried the following resolution was adopted:

RESOLVED, That the Board of Directors hereby accepts the audit report prepared by Suttle and Stalnaker, Certified Public Accountants, for fiscal year 2001-2002.

OLD BUSINESS:

1. Clendenin. Ms. Wright reported that the Clendenin Branch Library reopened on July 29. There were over 600 people in attendance in the last four days of July. Ms. Wright also stated that there is currently a humidity problem and humidifiers have been purchased and will be used if the problem cannot be resolved.

2. Volunteens. Upon motion by Ms. Cloer, seconded by Ms. Russell and unanimously carried the following resolution was adopted:

WHEREAS, volunteer service is a very important contribution to the improvement of the quality of life in all communities; and

WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the talents and energies of teenagers during the summer; and

WHEREAS, the Library system's award-winning VolunTEENS program has become a significant complement to the system's community service orientation, particularly during the Children's Summer Reading Program; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the system's 2003 VolunTEENS program and for the many hours of service they contributed to the library system and the community.

The resolution and a covering letter will be sent to each Volunteen.

3. Appointments of Committees. Ms. Tarr stated that she would contact each Board member to discuss their assignments.

Ms. Wright reminded everyone of the West Virginia Book Festival that will be held on October 11 and 12. Tony Brown will be the leading author this year. Brochures will be sent to each Board member.

Ms. Wright stated that the official opening of the Clendenin library would be on Sunday, September 7 at 2:00 p.m.

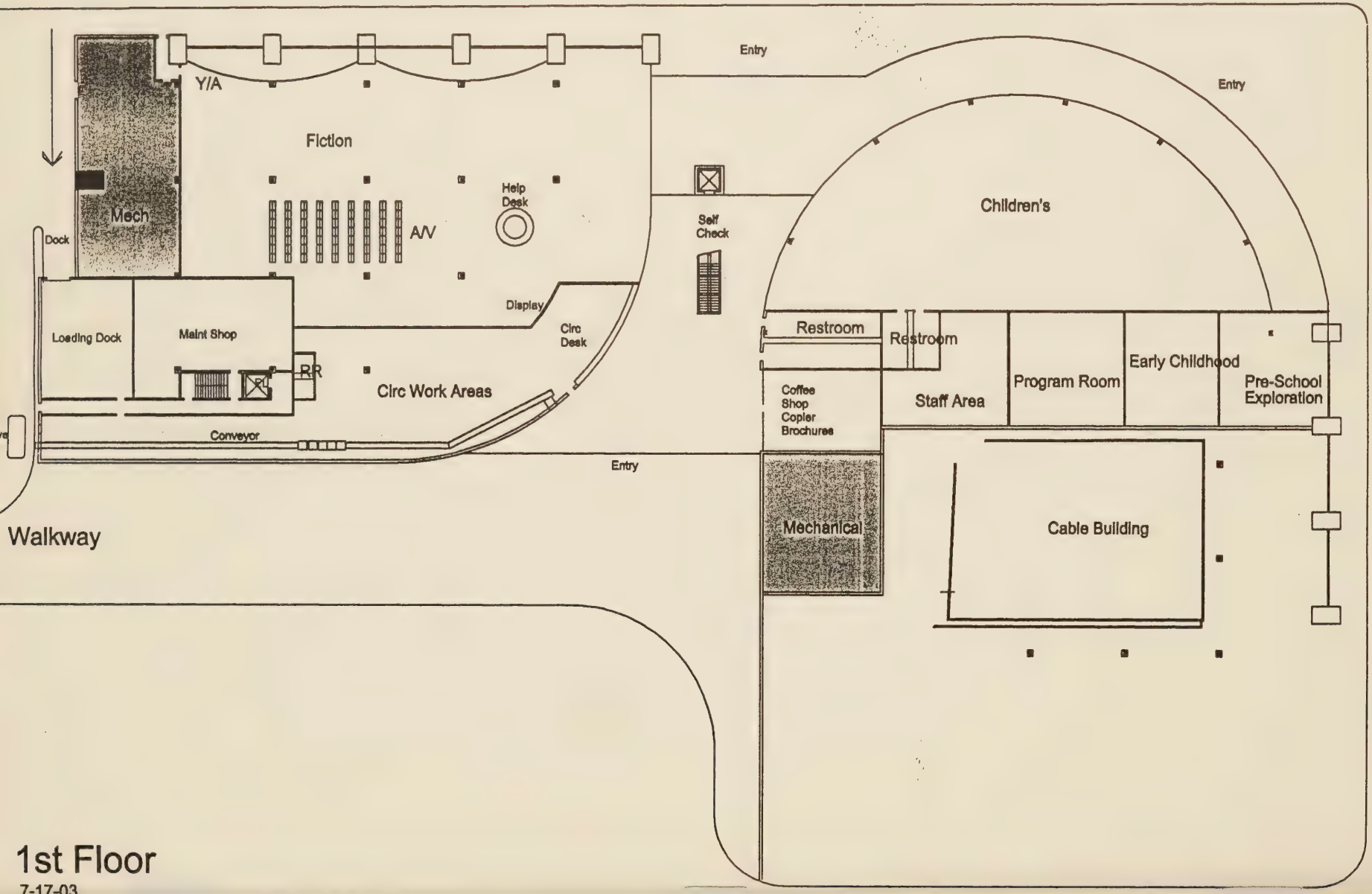
Ms. Wright also reminded everyone of the upcoming Staff Development Day to be held on November 19.

There being no further business, the meeting adjourned.

President

Secretary

Lee Street



1st Floor

7-17-03

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 8, 2003

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 8, 2003 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Poffenbarger
Ms. Chilton	Mr. Ray
Ms. Cloer	Ms. Russell
Mr. Kauffelt	Mr. Smith
Ms. Pauer	Ms. Tarr

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr, President presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Ms. Russell, seconded by Mr. Smith and unanimously carried, the Minutes of the August 11, 2003 meeting were approved as mailed.

Upon motion by Mr. Ray, seconded by Ms. Cloer and unanimously carried, the Minutes of the Executive Session held on August 11, 2003 were approved as distributed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Albert, seconded by Mrs. Rugeley and unanimously carried, the payment of General Bills in the amount of $132,565.11 and the Book Bills in the amount of $74,489.95 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $22,489.88 duly certified and approved in accordance with the bylaws and on motion of Mr. Albert, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of August. Included were the following:

We now have the official numbers for the participation in the children's summer library club. Almost 3500 children enrolled in the program. These children read a total of 111,000 books. This is an increase of 373 children and almost 12,000 books over last year's program. In yesterday's Sunday paper a full double page advertisement listed all the names of the 1600 children who read 50 books or more. This advertisement was underwritten by the Charleston Newspapers who also provided the t-shirts that each of these children earned.

The Britton Adult Summer Library Club had 506 adults register which is slightly fewer than last year. We did, however, have 251 people complete reading their six books in the various categories. This is an increase of 37 people from last year's completion rate.

The Blaster worm virus hit us on August 12 and affected about half the staff computers. Although the virus did not result in any damage it did take all Automation staff members working for a day and a half to recover as well as the considerable inconvenience to a large number of staff members.

Karen Arnett, Automation Manager, and Jane Hughes, Technical Services Manager, made presentations to the Kanawha County Schools in-service workshop for middle school and high school librarians. The librarians had very positive comments about the response they receive from teachers who are made aware of the thousands of quality websites we have included in our on-line catalog. Many of these websites have sections to assist teachers with lesson plans.

Elizabeth Fraser and Jennifer Dawson from the Reference Department made a presentation about the library's grant materials to a grant-writing workshop offered by the Greater Kanawha Valley Foundation.

The best-attended program in August was held at the Sissonville Branch where we offered two sessions on driving safety for seniors in cooperation with AARP. The maximum number of 24 people attended each session. Because we still had other people who wanted to take the class Sissonville will be offering the program again in October.

I am pleased to announce that Susanna Holstein, Elk Valley Branch Manager, has been promoted to Branch Services Manager.

REPORTS OF COMMITTEES:

1. Building Committee.

Mr. Albert reported that the committee met on September 4 to discuss the Facilities Plan – Phase II. The committee reviewed each library service area and discussed all estimated costs associated with proposed facilities construction projects in each service area. There was also discussion on obtaining updated population figures for service areas and data about future population projections. It was decided that Ms. Wright would take the recommendations of the committee, make the necessary changes and bring back the revised plan to the committee.

2. Membership Committee. Ms. Poffenbarger reported that the committee is currently working with a possible candidate for the vacancy on the Board of Directors.

OLD BUSINESS:

1. Clendenin. Ms. Wright reported that the official re-opening of the Clendenin Branch Library was held on Sunday, September 7, 2003. There was a great turnout for the event with several different activities throughout the afternoon for everyone. Ms. Wright also reported that circulation was up 7% for the month of August compared to August 2002 and patron visits increased 13% from a year ago.

2. Main Library. Ms. Wright reported that the Main Library Managers continue to meet with the architects on a regular basis and have entered into a more intensive planning phase. There are five sessions scheduled within the next six weeks. Ms. Wright reported that the architects would like to have something to bring to the Board by the end of the year.

3. Committee Assignments. A copy of the Standing Committees was distributed and Ms. Tarr thanked everyone for their willingness to serve on the different committees. A new Ad Hoc Committee for Legal Affairs will be chaired by Mr. Albert. Mr. Ray has agreed to serve as vice chair. The role of the Legal Affairs Committee will be to study the library's current need for legal services, and its projected need for legal services in

light of the proposed new main downtown library site and other construction projects proposed in the facilities plan – phase II, and to make recommendations to the Board on the best and most cost efficient way to meet those needs. In addition, former Board Presidents John Ray and Virginia Rugeley have agreed to serve as ex officio members of the Executive Committee.

NEW BUSINESS:

1. Walkway at the Main Library. Ms. Wright reported that several years ago the library allowed Mr. John Strickland, a contractor, to put a dumpster on the sidewalk, closest to Capitol Street, on the library's property. This was done to cooperate in the remodeling of the old K B & T building. When the dumpster was removed there were a number of cracks in the sidewalk.

Dr. Ranson stated that in 1997 Mr. Strickland wrote a letter to the library stating that he would restore the sidewalk. Over the ensuing years Dr. Ranson communicated with Mr. Strickland about the need to repair the sidewalk. Last fall Dr. Ranson again asked Mr. Strickland to fix the sidewalk and Mr. Strickland did attempt to make repairs; however, the repairs were not done properly, and now the sidewalk is not level, causing a pond of water to build up on the sidewalk. Dr. Ranson stated that this could create a problem in the winter months if the sidewalk were to freeze.

Dr. Ranson stated that he originally thought Mr. Strickland had given him a copy of a Bond; however, as it turns out, Mr. Strickland named the library on his insurance as an additional insured. Dr. Ranson filed a claim with Westfield Insurance Company on the library's behalf. Westfield denied the claim since Mr. Strickland had attempted to repair the sidewalk. Dr. Ranson has received an estimate from B. B. L. Carlton of $13,767 to fix the sidewalk.

Dr. Ranson also reported that he received a letter today from Pray Construction, who is working next door on the Midwinter construction project. Pray Construction is asking the Board for permission to block off the walkway 72 feet (from Capitol Street) and to use the grassy area on the library's property to park their trailer. Pray Construction has indicated to Dr. Ranson that it would be willing to replace the sidewalk from the end of Pray's red work station closest to Capitol Street to Summers Street. This however, would not be done until after the winter and after construction is completed.

It was decided to put a temporary fence up blocking the sidewalk until after winter. Dr. Ranson will send a letter to Mr. Strickland asking him to meet with the lawyer members of the Board to try to resolve this issue.

Ms. Wright stated that Midwinter Investment Group is asking for a permanent easement of a long narrow triangle along the library's southern property line. A draft agreement has been revised by Chris Winton, the library's attorney. A structural

engineer has been engaged to provide an opinion about any long-term impact on the walkway if this proposal were enacted. Dr. Ranson stated that Mr. Winton faxed a letter to Kent George, Midwinter's representative, stating that no activity should take place on the library's property until Midwinter has permission from the Kanawha County Public Library Board of Directors.

Upon motion of Mr. Albert, seconded by Mrs. Rugeley and unanimously carried the following resolution was adopted:

RESOLVED, That the Administrative Service Officer will send a letter to Mr. Kent George stating that until an agreement is concluded the Board of Directors expects that no use will be made by Midwinter Investment Group of any portion of the library's property.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 12, 2003

The Special Meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, September 12, 2003 at 8:30 a.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Rolston
Mr. Kauffelt	Mr. Smith
Mr. Ray	Ms. Tarr
Mr. Reustle	

Guests: Mr. Mark Grigsby, Pray Construction, Mr. Kent George, Robinson & McElwee and Midwinter Investment Group, Mr. Chris Winton, Ray Winton & Kelly and Mr. Tom Kirk, A & E Engineering.

Also present were: Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr, President called the meeting to order and introduced Mr. Kent George.

Mr. Kauffelt asked for clarification of the ownership of the building that is being constructed adjacent to the library. Mr. George made a presentation regarding the

construction project and explained the easement request being made by Midwinter to the Library Board. Mr. George asked for an easement adjacent to the walkway on the southwest side of the library's property of approximately .56 feet at the narrowest point to two feet at the widest point and 130 feet in length.

Mr. Reustle asked why Midwinter's building could not sit farther back from the property line. Mr. Grigsby stated that incorrect property dimensions had initially been furnished to the architects. There were errors in the survey Midwinter had been furnished by the owner of the hotel property. Given the investment in the design and the very tight timeline, a redesign would be very costly. Mr. Reustle also asked about the value of the library property being diminished by granting Midwinter's request. Mr. George stated that, because the facade of the new building facing the library will be as aesthetically pleasing as the facades on all other sides of the building, he thought the value of the library property would not be diminished.

Mr. Kauffelt asked why an easement was being requested as opposed to an outright sale of the property. Mr. George stated that a sale would be more complicated and require more time to complete; time was critical given the phase of construction Midwinter was entering and given equipment/machinery commitments and deadlines.

Dr. Bailey asked about proximity of the new building to the library as compared to the old hotel. The "porch" of the old hotel caused it to sit back from the property line. This new building will sit on the property line.

Mr. Rolston asked for clarification of where parking would be located for the new building.

Mr. Ray asked about the amount of square footage involved with the subterranean easement. Mr. Winton had calculated 860 square feet.

Ms. Tarr asked about value of the overall project. Mr. George replied that it was an 8 to 9 million dollar project.

Ms. Tarr asked about Midwinter/Pray Construction's commitment to repair the damaged portion of the sidewalk from Summers Street to and underneath Pray's red tool box/work station. Mr. Grigsby stated there is money being held to make repairs to the sidewalk and the fence on top of the wall.

Ms. Tarr asked precisely how much is being held for the sidewalk. Mr. George stated that $30,000 is being withheld from the demolition contractor until the sidewalk repair and fence repair work are completed. Mr. Grigsby assured the Board that the sidewalk would be repaired. Ms. Tarr asked for Mr. Grigsby's estimate of the amount needed to repair the sidewalk. Mr. Grigsby estimated $7,000 to repair the sidewalk from Summers Street to the area where the large red tool box/work station is located. Mr. Grigsby estimated an additional $7,000 would be required to repair or replace the portion of the sidewalk between Capitol Street and the red tool box/work station.

Ms. Tarr thanked Mr. George and Mr. Grigsby for their presentation. They then left the meeting.

Ms. Tarr asked Fred Ranson to introduce another guest, Mr. Tom Kirk, A & E Engineering. Mr. Kirk had been asked to determine whether the proposed construction would result in any structural damage to the library wall. Mr. Kirk indicated that, given that the contractor is drilling down 60 feet, he believes there is very little likelihood of any impact on the wall from the construction. Mr. Kirk suggested the Board might want to ask for a letter of certification about the impact from the engineer who did the work for Midwinter Investment Group.

Ms. Tarr thanked Mr. Kirk for his volunteer service to the Board.

Mr. Kauffelt stated that the Board should charge Midwinter for the easement, as the library should not give away public property.

Mr. Rolston stated that he thought the new building would not decrease the value of the library property.

Mr. Winton explained his calculations – surface easement of 130 square feet and subsurface footer of 360 square feet. Mr. Rolston explained his calculation based on $35 per square foot. The total for surface, subterranean and air rights came to $15,000.

Mr. Smith suggested selling all the property in question from Capitol to Summers Street for a flat amount of $100,000, which would cover replacement and upgrade of the walkway. Mr. Winton mentioned such a sale would be complicated by the issue of a potential public walkway easement.

Mr. Winton stated legal fees incurred by the Board in conjunction with Midwinter's request for an easement would be approximately $2,000.

Dr. Ranson indicated that Mark Grigsby had agreed to replace the entire sidewalk from Summers to Capital Street in exchange for the easement.

Mr. Ray suggested $20,000 plus Pray Construction's agreement to replace the sidewalk from Summers to Capitol Streets. Pray Construction would receive a refund of $7,000 from the Board if the sidewalk replacement is completed satisfactorily.

Mr. Ray also suggested that the Board get Midwinter and Pray Construction to sign the same type of an agreement that the Board had with the demolition company.

Upon motion of Mr. Rolston, seconded by Dr. Bailey and all in favor with the exception of Mr. Smith, who opposed, the following resolution was adopted:

RESOLVED, That in consideration for the easement requested by Midwinter Investment Group, the Library Board requests a payment of $20,000 plus satisfactory replacement of the sidewalk from Summers to Capitol Streets. Upon satisfactory completion of the sidewalk replacement, the Board will refund $7,000 to Midwinter Investment Group.

Mr. Smith stated that he believes the Board will not be satisfied with the replacement. His proposal would allow for the replacement to be done more satisfactorily.

Upon motion of Dr. Bailey, seconded by Mr. Rolston and all in favor with the exception of Mr. Smith, who opposed, the following resolution was approved:

RESOLVED, That the President of the Board of Directors has the authorization to sign a license agreement contingent on Midwinter's acceptance of the offer with regard to the easement.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON OCTOBER 13, 2003

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 13, 2003 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Poffenbarger
Dr. Bailey	Mr. Reustle
Dr. Byrd	Mrs. Rugeley
Ms. Cloer	Ms. Russell
Mr. Kauffelt	Mr. Smith
Ms. Pauer	Ms. Tarr

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Dr. Bailey, seconded by Ms. Cloer and unanimously carried, the Minutes of the September 8, 2003 meeting were approved as mailed.

Upon motion by Dr. Bailey, seconded by Ms. Russell and unanimously carried, the Minutes of the September 12, 2003 Special meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Albert, seconded by Mrs. Rugeley and unanimously carried, the payment of General Bills in the amount of $220,538.68 and the Book Bills in the amount of $98,056.34 were approved and transmitted for payment by the Library Director to the Board of Education of the county of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,033.47 duly certified and approved in accordance with the bylaws and on motion of Mr. Albert, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of September. Included were the following:

The newly expanded and remodeled Clendenin Branch Library continues to see an increase in usage. During September there were over 2000 visits to the library and 59 people applied for library cards. Three classes from Clendenin Elementary School visited their new library.

September is Library Card Sign Up Month and much of our activity during the month was focused on outreach events. The bookmobile participated in the Kanawha County Fair and had 124 people visit the unit. The bookmobile also was involved in a community fair held at the Schoenbaum Family Enrichment Center. Staff members from the St. Albans Branch visited 7 area kindergarten classes and left library card applications. They subsequently picked up 78 completed applications from these classes. Cross Lanes had a display table at the Nitro High School Parent-Teacher Conference night. Dunbar staff participated in a PTO meeting at the Dunbar Intermediate School. Elk Valley staff had a display table at the United National Bank branch in Big Chimney.

With the beginning of school various locations again began to host visits from various classes. For example the Glasgow branch had 9 classes visit during the month from Cedar Grove Community School. The Reference Department at the Main Library had class visits from Elkview Middle School and the National Institute of Technology in Cross Lanes. And the faculty at Riverside High School is off to a fast start in using their library with 59 class visits during September. Riverside is also off to an excellent new year with their Teen Advisory Board. A remarkable 32 teens attended the first meeting of this school year. Another department that is impacted by the beginning of a new school year is the Main Library Children's Department. During September staff members in the department assembled 26 teacher collections consisting of 844 books to meet specific requests received from teachers. In addition the department processed 12 collections of 298 books that had been selected by teachers who visited the department.

Ms. Tarr then expressed sympathy to the staff members who had worked with Susan Harper, Reference Librarian, who unexpectedly passed away on October 1.

Upon motion by Dr. Byrd, seconded by Ms. Poffenbarger and unanimously carried the following resolution was adopted:

WHEREAS, Susan H. Harper who had worked for the Kanawha County Public Library for twenty-six years passed away unexpectedly on October 1, 2003, and;

WHEREAS, Susan H. Harper served the Library so very well as a librarian in the Reference Department as well as participating in the annual booksale and creating a database describing over 1,500 photographs from the library's West Virginia archival materials, and serving on various project teams; and

WHEREAS, Susan H. Harper always fulfilled her responsibilities with thoroughness, skill, pride and with in-depth knowledge of such areas as local history, music and science fiction;

NOW, THEREFORE BE IT RESOLVED, That this resolution acknowledging the contributions made by Susan H. Harper and an expression of deepest sympathy be spread across the minutes of this meeting and that a copy be sent to her family.

REPORTS OF COMMITTEES:

1. Membership Committee.

Ms. Poffenbarger reported that the committee is still looking for candidates to fill the vacancy on the Board. The committee will be meeting again on October 23.

2. Public Services Committee.

Ms. Pauer reported that the committee recently met with several staff members to discuss a proposal to offer a 7-day grace period on fines for the week after the due date on all overdue items in place of the weekly Fine Free Thursdays. A copy of the proposal is attached to the minutes of this meeting.

Ms. Pauer stated that some of the problems the library is facing with Fine Free Thursdays are: materials not being returned in a timely manner; the delivery van has inadequate space to handle the volume of returned items after a Fine Free Thursday and; there is a shortage of staff for the workload on Thursdays.

Mr. Albert made a motion to accept the recommendation of the Public Services Committee to replace Fine Free Thursdays with a seven day grace period. Dr. Bailey seconded.

Ms. Miller stated that the library does not charge a fee to the senior patrons. Ms. Miller also added that although Unique Management is successful in getting the materials back it has not changed patron's behavior in returning materials in a more timely manner.

Dr. Bailey then stated that as a senior citizen he resents the fact that he is not held responsible for his overdue materials. He felt that senior citizens should also be charged the overdue fee. Mr. Kauffelt agreed with Dr. Bailey.

Ms. Miller noted that one of the reasons seniors are not asked to pay fines is because for the most part seniors are on fixed incomes. She also noted that we have not seen a pattern of senior citizens taking advantage of this special status.

Ms. Pauer stated that the proposal, if approved, would be effective January 1, 2004. There would be a campaign to let the patrons know about the change and the library would still have Children's Book Week in November, Food for Thought in December and National Library Week in April where patrons could return materials with the fines waived.

Dr. Ranson stated that from a budget viewpoint, since we started Fine Free Thursdays our income from overdues has dropped significantly.

Mr. Smith stated that if the proposal were approved he would like to have information brought back to the Board after one fiscal year to see if this change has made a difference.

Ms. Tarr asked what is being planned to publicize the change. Ms. Miller stated that she would be working with the Marketing and Development department to put the information in the library's "Program Guide" and "At the Library". Information will also be disseminated by using bookmarks and posters. Also every overdue notice will include information about this change. There will be a press release and probably a media story.

Mrs. Rugeley stated that she would like to see a feature story on how much the library looses on non-returned items.

Dr. Bailey made a motion to amend the motion on the floor to add the elimination of fine free status for seniors. Mr. Kauffelt seconded the motion. The amendment to the motion on the floor was not approved.

Mr. Smith stated that he felt at this time if we were to eliminate fine free status to seniors it would be too much change for the patrons to deal with all at one time.

The original motion was then voted on and unanimously carried.

3. Building Committee.

Ms. Wright reported that the committee met with the architects on Monday, October 6th. The architects gave a presentation on some options for the exterior of the new Main Library as well as a presentation of the interior layout. Most of the committee members did not see any exterior option that they found particularly appealing. The architects will go back to the drawing board and develop some new options for the exterior for the committee's consideration.

Ms. Tarr stated that for the most part, the interior designs are completed. Ms. Wright noted that the architects still need to program the shelving and layout furniture in the public service areas. The architects hope to have everything in final form to present to the Board by the end of this calendar year.

OLD BUSINESS:

1. Main Library- Easement.

Ms. Wright stated that at the last Board of Directors meeting the Board had approved a licensing agreement with Pray Construction allowing them to use a portion of the library's walkway. Since then Pray Construction has requested to use the balance of the walkway for their staging area.

Dr. Byrd made a motion to extend the licensing agreement with Pray Construction to include the usage of the entire walkway. Mr. Kauffelt seconded and it was unanimously carried.

2. Book Festival.

Ms. Wright thanked everyone who participated in any way with the Book Festival. She also stated that we had more volunteers this year than ever before and noted that she has heard nothing but praise about the festival. Ms. Wright then read a few email messages the library had received from the public.

Ms. Tarr asked if there were any comments about having the festival on Saturday and Sunday versus Friday and Saturday. Ms. Wright stated that there seemed to be a drop in attendance around 4:00 p.m. on Sunday. Ms. Wright also stated that if anyone has the name of an author they would like to see next year to let her know.

Ms. Wright also commented that Read Aloud West Virginia will be joining the Book Festival next year as a primary sponsor. Read Aloud will sponsor a track of programs of interest to Read Aloud volunteers including the sponsoring of a noted children's author.

A motion was made by Dr. Byrd to send a letter to Cindy Miller and her staff thanking them for their work on the Book Festival. Mr. Albert seconded the

motion and it was unanimously carried. Ms. Tarr will draft and send the letter.

NEW BUSINESS:

1. WVLA Conference.

Ms. Wright stated that the West Virginia Library Association Conference will be held December 3 – 5 at the Greenbrier. There will be sessions about library advocacy. A copy of the schedule was distributed. Ms. Wright stated that if anyone would like to attend they would need to contact Dan Marslender in Human Resources.

3. Staff Development Day.

Ms. Wright reminded everyone of the library's Staff Development Day scheduled for November 19. Ms. Tarr encouraged everyone to attend.

There being no further business, the meeting adjourned.

President

Secretary

7-day Grace Proposal
10/03

Goal

To make more current items available by reducing the number of overdue items and the extent of the overdue period; and to spread out the work load for delivery and staff to maintain a high quality of service and response time on the delivery of items throughout the system.

Proposal

To offer a 7-day grace period on fines for all overdue items in place of the weekly Fine Free Thursday

Background on materials recovery:

Fine Free Thursdays have been in effect since June 1999. (One Fine Free Thursday per month was in effect from September 1996-May 1999) The original impulse was to encourage a timely return of overdue materials. The expectation was that materials would be returned at the latest on the Thursday after they were due. The policy is successful in that a large number of items are returned on Thursday in comparison to other days of the week. (See table) The policy is not successful in that items are returned on any Thursday regardless of its proximity to the due date (See table)

Accounts for county residents 18-59 years old and non-county residents 18 years or older with items valued at $25.00 or more and 45 days overdue have been sent to a collection agency since January 2003. The policy is successful in that $ 202,464.82 worth of long overdue materials has been recovered to date. The policy is not successful in that it has not helped reduce the overall long overdue problem. An average of 250 accounts each month is sent to the collection agency each month. The library's cost to process is $8.95 per account.

Problems with current policy

Materials recovery – The overdue problem remains. Overdue items are not available for others to check out or browse. Overdue items are not available to fill holds placed by patrons. In addition the library has to purchase additional copies of some titles to meet the demand.

Delivery – There is not enough room on the courier van for materials returned on Thursdays. The delivery of materials throughout the system is delayed, as the workload for the courier is tremendous on Fridays and Mondays.

Public service staffing – Staff is stretched to the maximum every Thursday just to check-in materials and to shelve returned materials. The overall quality of work as well as morale is lowered and other duties are limited to Monday through Wednesday.

Current procedures and statistics for overdues

10 days overdue – notice sent by mail and email (average per month 4,530)
20 days overdue- bill sent by mail and email (average per month 1,581)
45 days overdue- account sent to Unique (average per month 257; cost per acct $8.95)

The number of items overdue on October 7 was 38,154. (6,455 were less than 10 days overdue; 3,059 items were between 11 and 19 days overdue; 2,736 items were between 20 and 44 days overdue; and 25,904 were 45 days or more overdue – 4,673 are overdue 45 days or more since starting to use a collection agency). **47% of items checked out are overdue.**

Notices/bills are sent via email if email address is included on user record. If no email address is included on the users record the notice/bill is sent via US Mail on paper.

A user with one or more items overdue cannot checkout or renew items.

Fines are 10 cents per day per item with a maximum $10.00. (Effective October 1, 1991)

Number of holds (excluding juvenile materials) that cannot be filled because items are overdue on October 2, 2003 was 2,500. (362 at 10-19 days overdue; 150 at 20-44 days overdue; and 1,988 at 45 days or more overdue. A notice is sent via email if a user has an overdue item with a hold.

A loan period can be extended via email, online, telephone or in-person on any item without a hold one time before the item is due. Looking at the subset of items that circulate for 28 days and were overdue October 6 only 9% were renewed.

Current costs and related to overdues

Cost for notices/bills per year would cost $25,812 in postage plus cost of paper/envelopes/ink and staff time to stuff and meter envelopes if all the notices were printed. (Number of notices/bills sent via email not available per Karen Arnett)

Average cost of sending accounts to Unique per year is $27,601.80. The total amount of recovered in materials by Unique since August 2002 is $202,464.82.

The amount of fines forgiven on Thursdays in fiscal year 2002/2003 was $269,978.38.

Proposed Plan

Campaigns for email addresses and "renew before due" starting in November

Start 7 –day grace period on all due dates beginning January 1
(Any overdue item returned within 7 days of the due date would not have a fine assessed; any overdue items returned 8 days or more after the due date would be assessed a fine of 10 cents per day per item up to $10.00 per item starting on the 8th day)

Stop Fine Free Thursdays starting January 1

(Two weeks of the year would remain as fine free by law: Children's Book Week in November and National Library Week in April)

Offer Food for Fines program as usual in December 2003: fine for overdue items returned in December cleared with a food item. (Deadline November 10)

Revise *Your Library Account* brochure. (Deadline late October)

Revise procedures in *SIRSI Manual* and train staff

Publicity:
- Press release
- Notice in *At the Library* (deadline mid-November)
- Notice in *Program Guide* (deadline October 24)
- Posters and bookmarks in libraries
- Notice in all notices/bills starting in November
- Media interviews if possible

Kanawha County Public Library
123 Capitol Street
Charleston WV 25301
(304) 343-4646
fax: (304) 348-6530
http://kanawha.lib.wv.us

Clendenin
Branch Library
(304) 548-6370

Cross Lanes
Branch Library
(304) 776-5999

Dunbar
Branch Library
(304) 766-7161

Elk Valley
Branch Library
(304) 965-3636

Glasgow
Branch Library
(304) 595-3131

Marmet
Branch Library
(304) 949-6628

Riverside Library
(304) 949-2400

St. Albans
Branch Library
(304) 722-4244

Sissonville
Branch Library
(304) 984-2244

October 27, 2003

Ms. Cindy Miller
123 Capitol Street
Charleston, WV 25301

Dear Ms. Miller:

On behalf of the Kanawha County Public Library Board of Directors, I would like to congratulate you, the Marketing and Development staff, and all staff members at KCPL on the success of the Third Annual Book Festival.

I had the opportunity to attend presentations given at the Festival on Saturday and Sunday, and found that the offerings ranged from cerebral (Jayne Anne Phillips) to dynamic (Tony Brown), from hilarious (Lee Maynard) to heart-warming (Phyllis Reynolds Naylor). Truly, as a result of careful planning, the Festival offered something for everyone. The programs were well-attended and enthusiastically received; the events were well-organized and well-moderated; and the patrons and participating presenters uniform in their praise.

It is difficult for anyone not directly involved in planning such a massive endeavor to understand and appreciate the hard work, patience and perseverance required to carry out the Book Festival AND the Book Sale. Once again, the KCPL staff has demonstrated its commitment to offer the best to our library's patrons and responded to this challenge with excellence.

On behalf of the Board, please accept our congratulations and our thanks.

Sincerely,

Pamela D. Tarr, President
Board of Directors

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON NOVEMBER 10, 2003

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 10, 2003 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Poffenbarger
Dr. Bailey	Mr. Ray
Dr. Byrd	Mr. Rolston
Ms. Cloer	Mrs. Rugeley
Ms. Gage	Mr. Smith
Mr. Kauffelt	Ms. Tarr

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Dr. Byrd, seconded by Ms. Rugeley and unanimously carried, the Minutes of the October 13, 2003 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert and unanimously carried, the payment of General Bills in the amount of $108,470.85 and the Book Bills in the amount of $84,798.39 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $120.00 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, it was ordered that the bills set out on the list be paid.

At this point in the meeting, Ms. Tarr reported that Ms. Wright has been asked to serve on the Governmental Relations Committee of the Clay Center. Ms. Tarr expressed her appreciation to Ms. Wright and stated that this is a reflection of Ms. Wright's hard work in making the library a visible force in the community.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of October. Included were the following:

The 2003 West Virginia Book Festival was a great success. The attendance at the workshops and various author presentations increased significantly from last year. It seemed that more people from around the state than the previous two events attended the Festival. The evaluations received from the authors as well as the attendees were extremely positive about what how well the event was planned and executed. Cindy Miller and the staff of the Marketing and Development Office are to be congratulated on their great work on this event. Also to be congratulated are the numerous staff members who participated in some way or other with the annual KCPL Book Sale. I believe this was perhaps the best of the book sales we have had. Sandy Frercks and the members of

the Book Sale Committee did a great job in planning this event. The total proceeds from the sale were $24,900.

During October, another school library became a part of our computer network. Andrew Jackson Middle School became the 20th school library to take advantage of becoming automated through our SIRSI library automation software.

October saw the school year get into high gear with increased requests for teacher deposit collections from Children's Services and increased visits by staff to schools as well as some class visits to libraries. The Clendenin Branch participated in the annual Heritage Day presented by Bridge Elementary School. Over the past several years the Riverside Library has hosted a number of class visits from nearby Midland Trail Elementary School as well as library staff visiting various school classrooms. Each year Midland Trail holds a reading night program for parents and children and this year the principal requested that the Riverside Library host this event. Story times, games, tours of the library and the bookmobile in the parking lot were just some of the activities the Riverside Library staff offered to these families. Both Midland Trail staff and library staff were pleased that over 100 parents and children attended this event.

During October we had a number of Halloween related activities and events around the system. The Riverside Library had 27 entries in their pumpkin decorating contest and 55 people attended their Spooky Family Night program. The Clendenin Branch staff and advisory board hosted their annual community Halloween party. Over 250 people attended this event held at the community center. Children's Services at the Main Library offered programs on Halloween decorations and our own Puppeteen Productions presented the puppet show "The Fifth Witch". The bookmobile took on a haunted appearance as the staff again went all out in decorating the unit. Special programs featuring the haunted bookmobile were offered at Sissonville with an amazing 372 people visiting the unit in two hours. Needless to say that the Sissonville staff and advisory board had an extremely successful event. All ages came in costume. In fact there were so many people that they had to judge the costumes outside as there was nowhere else to have the entrants in each category gather to be judged. The haunted bookmobile also appeared at a program at Elk Valley.

Finally, I thought you would like to hear some comments the bookmobile staff received when the bookmobile in its usual mode made a special appearance at Stonewall Jackson Middle School's Octoberfest event. Some of the questions included: Are these books for sale? Do you live on this thing? Does it have a kitchen? Do you travel all over the country? The staff's favorite question was "if you travel all around, how do you know where it will be when you come to work in the morning?"

Upon motion by Ms. Cloer, seconded by Ms. Poffenbarger and unanimously carried the following resolution was adopted:

WHEREAS, Judith A. Duncan was employed by the Kanawha County Public Library from January 18, 1988 until June 30, 2003; and

WHEREAS, Ms. Duncan served as the Head of Extension Services from 1988 until 1992 and oversaw the services rendered by the library's bookmobile as well as services delivered to the visually impaired through "talking books" and to homebound patrons and institutions; and

WHEREAS, Ms. Duncan served as the St. Albans branch manager from 1992 until her retirement; and

WHEREAS, Ms. Duncan fulfilled the responsibilities of her position with great competence, diligence, caring, loyalty and integrity;

NOW, THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Ms. Duncan's years of service to the library.

AND BE IT FURTHER RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes Ms. Duncan a retirement filled with good health and enjoyment of whatever areas of interest and endeavors she may choose.

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy thereof be furnished to Ms. Duncan.

REPORTS OF COMMITTEES:

1. Building Committee.

Mr. Rolston reported that the committee met with the main library managers and the architects on Friday, November 7. The architects are presently working on the exterior of the new main library. Mr. Rolston shared pictures of the two exterior designs that were proposed by the architects at the November 7 meeting. Ms. Wright stated that neither the building façade nor the glass would have to be the colors depicted in the photos. Ms. Wright explained the various areas of the library's interior

and exterior plan proposals and stated that the architects are almost finished with the interior design of the building.

Mr. Smith stated that the Board might want to consider, at some point, how the library will utilize the Fibernet building when the building becomes available. Ms. Wright indicated that this has been taken into consideration in the design by making it relatively easy for the building to expand into the property the Fibernet building currently occupies.

2. Membership Committee. Ms. Poffenbarger reported that the committee had met two weeks ago and discussed a number of potential candidates. The committee was considering several names for the current vacancy on the Board.

After discussion of the Membership Committee's suggestions Mr. Kauffelt made a motion that the Membership Committee ask Sandy Thomas to serve on the Board of Directors. Dr. Bailey seconded.

Mrs. Rugeley made a suggestion that the Board consider an alternate candidate in case Ms. Thomas is not available to serve.

Upon motion of Mrs. Rugeley, seconded by Mr. Kauffelt and unanimously carried the above resolution was amended to read that the Membership Committee will ask Ms.

Sandy Thomas to serve on the Board of Directors and as an alternate the committee will ask Mr. Steve Platz.

3. Executive Committee. Ms. Tarr reported that the Executive Committees of the KCPL Board and the Library Foundation Board met with Ms. Samme Gee to discuss what to do to be "bond ready". Ms. Gee highly recommended to the committee that financial advisor and bond counsel be hired.

Ms. Tarr stated that the County Commission Chair Kent Carper has indicated in the past that the Commission would be willing to put a library bond issue on the ballot during a regularly scheduled election.

Mr. Ray asked if the Board should contact the library's funding agencies to see who their financial advisors and bond counsel have been and to see if they have suggestions as to whom the Board should select.

Mr. Ray and Mr. Kauffelt suggested that representatives of the Board should inform the library's funding agencies about the library's tentative plan for raising funds for the new main library.

There was much discussion on what the next steps should be. Mr. Smith stated that the reason the Board needs to hire a financial advisor and bond counsel is to assist

the Board with gathering the information needed to put together a bond proposal to present to the voters.

Upon motion of Dr. Bailey, seconded by Mrs. Rugeley and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are authorized to solicit requests for proposals for the professional services of a financial advisor and bond counsel for the new main library project and other building improvements the Board of Directors may determine need to be addressed; and

FURTHER RESOLVED, That the Legal Affairs Committee will evaluate the proposals and bring a recommendation to the Board of Directors for consideration.

Mr. Albert stated that the Legal Affairs Committee should work in consultation with the Director and the Administrative Services Officer in devising appropriate procedure to follow in notifying the library's funding agencies and in soliciting bid proposals.

Upon motion by Mr. Albert, seconded by Dr. Bailey, and unanimously carried the above resolution was amended to read:

RESOLVED, That the Library Director and Administrative Services Officer in consultation with the Legal Affairs Committee are authorized to investigate the feasibility of and solicit requests for proposals for the professional services of a financial advisor and bond counsel for the new main library project and other building improvements the Board of Directors may determine need to be addressed; and

FURTHER RESOLVED, That the Legal Affairs Committee will evaluate the proposals and bring a recommendation to the Board of Directors for consideration.

OLD BUSINESS:

1. Clendenin. Ms. Wright reported that the Clendenin library has had an average of 20% increase in usage since the reopening of the library.

Ms. Wright stated that the Clendenin Advisory Board is very interested in assisting with the purchase of stacking chairs for the meeting room. The approximate cost for the chairs would be between $4,000 and $5,000. The Clendenin Board would like to work toward contributing $1,500 towards this project with the understanding that they would then be able to deduct $1,500 from their annual contribution to KCPL for this budget year.

Mrs. Rugeley stated that the Clendenin Advisory Board has worked very hard on the project of remodeling and expanding the library.

Dr. Bailey stated that if we agree to this arrangement the Board might be establishing a precedent for other branches.

Mr. Smith asked what the assessment of the Clendenin Branch is for the current year. Ms. Wright reported that the current assessment is approximately $3,200.

Upon motion by Mr. Kauffelt, seconded by Dr. Bailey, the Board while very appreciative of the work of the Clendenin Advisory Board, does not approve its request to reduce the Clendenin Branch's annual contribution by $1,500 due to the ramifications this would have with regard to other branch assessments.

3. West Virginia Library Association Conference. Schedules for the conference were distributed. Ms. Wright stated that the conference would be held at the Greenbrier on December 3 - 5.

Ms. Rugeley stated that she and Karen Lukens, a member of the Foundation Board plan to attend the pre-conference and if anyone would like to join them to let her know.

NEW BUSINESS:

1. Holiday Open Houses. A schedule of Open Houses at the branch libraries was distributed.

2. Board Retreat. Ms. Tarr asked the Board members if they had a preference as to the date of the Board Retreat. It was suggested that February 14 and the weekend before Martin Luther King Day would not be good choices.

Ms. Tarr reminded everyone of Staff Development Day on Wednesday, November 19 and encouraged everyone to attend.

There being no further business, the meeting adjourned.

Pamela Dawn Tarr
President

Linda G. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON DECEMBER 8, 2003

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 8, 2003 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Pauer
Dr. Bailey	Mr. Ray
Dr. Byrd	Mr. Reustle
Ms. Chilton	Mrs. Rugeley
Ms. Cloer	Mr. Smith
Ms. Gage	Ms. Tarr
Mr. Kauffelt	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Ms. Pauer, seconded by Ms. Chilton and unanimously carried, the Minutes of the November 10, 2003 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert and unanimously carried, the payment of General Bills in the amount of $235,106.49 and the Book Bills in the amount of $110,216.44 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,091.91 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of November. Included were the following:

Children's Book Week was celebrated in November. A number of programs related to nursery rhymes were offered at various locations. A program entitled Mother Goose Magic was offered at most branches with almost 300 children and adults attending these sessions. The library in partnership with the River City Youth Ballet offered a program at the Main Library, Riverside and St. Albans entitled "Mother Goose in Motion". These programs were also well attended. Another well-received program offered during November was the Junie B. Jones Loves the Library Book Club, which was held at the Main Library. Even though a number of visits to classrooms had to be cancelled due to the flooding, children's librarians from the Main Library gave 64 presentations to over 1100 elementary school students during the month.

Construction along Big Tyler Road in Cross Lanes is still underway and has some months to go before the work is completed. This disruption is having some impact on the usage at Cross Lanes.

A new branch librarian has been hired for the Elk Valley Branch to replace Susanna Holstein, who was promoted to Branch Services Manager. Elena Teaford will join KCPL in mid-January. Elena received her MLS from the University of Michigan and has 11 years experience at the public library in Kendallville, Indiana. Her most recent position was supervisor of the children's department.

On the evening of November 19, parts of the town of Clendenin were flooded. Earlier in the evening, we received word that the river was about to come out of the banks in downtown Clendenin. Although Fred Ranson pulled together a group of maintenance workers to go to the branch to try to remove books from lower shelves and to get as much furniture and equipment off the floor as possible, they were unable to get into the town because the roads into the community were already flooded at various low points. Branch manager, Tammy Parker, was able to gather a group of community members to come to the library to help her do this work. The good news came the next morning when we learned that the floodwaters stopped about four feet from the door. Another group of community members then helped Tammy put everything back in place the next morning. Pam Tarr has sent a thank you letter to each of these good Samaritans who came to our aid.

Mr. Smith asked if any research had been done on his suggestion of putting barriers in the doorways at the Clendenin Branch Library to keep water out should another flood occur. Mr. Smith had seen these devices in Venice, Italy. Dr. Ranson stated that he has spoken with architect John Harris. The library can purchase the barriers for approximately $40,000 - $50,000. However, the library may still receive water backup from sewer lines, seepage through floor/wall joints, etc. Even if we were able to protect the interior of the building from flood water penetration, the building then might act as a "dam" and the pressure from the flood water on the building's cinderblock walls might cause them to collapse.

Ms. Chilton asked if there were additional ways to acknowledge the community members who came out to support the Clendenin Library during the flooding. Ms. Gage suggested calling the newspaper to get a "smiley face" placed in the paper. The Board approved Ms. Gage's suggestions.

REPORTS OF COMMITTEES:

1. Governmental Relations Committee.

Ms. Gage reported that the committee had invited the legislators to an informational session that is being offered on Tuesday, December 9 at 8:30 a.m. or Thursday, December 11 at 4:00 p.m. Ms. Gage stated that the committee is asking for the following assistance from budget digest funds:

$10,000 for a microform reader-printer
$10,000 for the Book Festival
$5,000 for stacking chairs for the Clendenin Branch library
$50,000 for the new main library project

2. Membership Committee.

Ms. Chilton reported that the committee has asked Ms. Sandy Thomas to fill the vacancy on the Board of Directors. Ms. Thomas expressed her appreciation and support for the library; however, she did not believe she could fulfill the responsibilities of a Board member at this time. Ms. Poffenbarger will contact Mr. Steve Platz to see if he would be willing to serve on the Board.

3. Building Committee.

Ms. Wright stated that there will be a meeting with the architects this Friday, December 12, 2003 and invited all members of the Board to attend. At the meeting, the architects will present further refinements of two exterior proposals for the

building. Ms. Wright also stated that Dr. Ranson has been working on the Request For Proposals for bond counsel and a financial advisor. There will be a meeting with the Ad-Hoc Legal Affairs Committee soon to review the draft of these proposals.

Ms. Tarr stated that she and Mr. Albert were removing themselves from the work of the Ad-Hoc Legal Affairs Committee in selecting bond counsel and a financial advisor due to a possible conflict of interest. In consultation with the Executive Committee, Ms. Tarr has asked Dr. Bailey, Ms. Cloer, Mr. Kauffelt and Mr. Reustle to serve on the Ad-Hoc Legal Affairs Committee during the selection process and Mr. Ray to serve as chair.

Ms. Tarr reported that the Building Committee will meet Sunday, December 14 to discuss the facilities improvement plan; again, all Board members were invited to attend.

4. Advocacy Preconference from West Virginia Library Association meeting.

Ms. Wright stated that she, Dr. Ranson, Parker Smith, and Virginia Rugeley attended the preconference with three members of the Friends committee. Sally Reid, Executive Director of FOLUSA, spoke on the various points to consider when conducting a library public awareness and advocacy campaign.

5. Report on implementation of changes with regard to Fine Free Thursdays.

Ms. Miller distributed a packet that patrons will receive about the revised library fine policy, including a 7-day grace period that will take effect on January 1,

2004. Ms. Miller also stated that posters have been displayed and a press release has been issued. These changes have met a fairly positive response from the patrons.

6. Board Retreat.

The members of the Board discussed when to have the annual Board Retreat and what topics should be discussed. It was decided that February 7 or February 21 would both be good dates. Ms. Tarr asked for suggestions for topics for the Retreat. Ms. Chilton suggested the Board hear more about the advocacy campaign discussed at the WVLA pre-conference. Ms. Tarr suggested inviting the Friends group to the Retreat this year and discussing the respective roles of the Board, the Foundation, and the Friends in a potential campaign for passage of a library construction bond.

NEW BUSINESS

None.

There being no further business, the meeting adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON JANUARY 12, 2004

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 12, 2004 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Ray
Dr. Byrd	Mr. Reustle
Ms. Chilton	Mr. Rolston
Ms. Cloer	Mrs. Rugeley
Ms. Gage	Ms. Russell
Mr. Kauffelt	Ms. Tarr
Ms. Poffenbarger	Ms. Whitehead

Guest: Mr. Chris Winton, Ray, Winton and Kelly.

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Sandy Frercks, Office Associate.

Ms. Tarr, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mr. Kauffelt, seconded by Mrs. Rugeley and unanimously carried, the Minutes of the December 8, 2003 meeting were approved

as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Bailey, and unanimously carried, the payment of General Bills in the amount of $116,301.51 and the Book Bills in the amount of $99,079.87 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,959.72 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Dr. Bailey and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of December. Included were the following:

Most branch library boards along with branch staff held Christmas open houses in early December. These events were very well attended. The bookmobile participated in the Christmas parades in Charleston and Belle. One other example of a well-attended program that was offered in December was a program of selections from the Nutcracker ballet. The program was presented at the Main Library Children's Department by the River City Youth Ballet and 63 attended.

The Kanawha County Public Library was well represented at the annual conference of the West Virginia Library Association. The conference was presided over by President Julie Spiegler, our Head of Audiovisual Services. In addition to a number of staff attending the conference, many of them served as presenters. Terri McDougal, Head of Children's Services Department participated in panel discussion about reading incentives. Elizabeth Fraser, Head of the Reference Department presented a session on graphic novels, which are extremely popular with teens right now. David Schau of the Reference Department presented a session on government documents. Toni Blessing, Riverside Branch Librarian, participated as one of presenters of a session on joint-use libraries and Jane Hughes, Head of Technical Services Department, presented a session on cataloging audiovisual materials.

REPORTS OF COMMITTEES:

1. Executive Committee. Ms. Tarr reported that a joint meeting of the executive committees of the Library Board and Library Foundation Board had taken place to discuss various points related to obtaining options on the property on the site that has been selected for the new Main Library. Mr. Winton was in attendance at the meeting. Ms. Tarr also stated that the committee is currently discussing the possibility of trying to obtain grant money to finance the property options. During a meeting, a trustee of a local foundation suggested that, before a grant application seeking funds for property options is submitted, preliminary meetings need to be held with property owners to determine (1) if they are interested in selling their property, (2) whether they would be willing to give KCPL options on the property, (3) if so, how long they would be willing to extend the options, and (4) what the price of the options would be.

Upon motion by Dr. Byrd, seconded by Ms. Russell and unanimously carried the following resolution was adopted:

> WHEREAS, the Executive Committee of the Board of the Kanawha County Public Library ("KCPL Board") and the Executive Committee of The Library Foundation of Kanawha County ("Foundation") met in joint session to discuss the steps and procedures for moving forward on a plan for the possible design and construction of a new Kanawha County Public Library ("Library Project") within the City of Charleston at the site approved by the Board of the Library; and
>
> WHEREAS, the Executive Committees of the Foundation and the KCPL Board believe that the possibility exists for obtaining funding from certain foundations or others for the acquisition of options on particular pieces of property (the "Property") necessary and desirable for the construction of the Library Project; and

WHEREAS, the Executive Committees of the Foundation and the KCPL Board believe it is in the best interests of the KCPL Board, the Foundation and the Library Project that steps be taken to investigate funding for acquiring, or securing options for the acquisition of, all or key portions of the Property necessary for the construction of the Library Project; and

WHEREAS, it was generally agreed by the Executive Committees of the Foundation and the KCPL Board that any such requests for funding would need to contain information about the availability and cost of acquiring the Property for the Library Project; and

WHEREAS, the KCPL Board wishes to move forward to obtain such information for use in applying for grants or other funding for securing options on all or a portion of the Property for the Library Project.

NOW THEREFORE BE IT, RESOLVED, that the Chairman of the Building Committee and the Chairman of the Legal Affairs Committee, with the assistance and advice of legal counsel to the KCPL Board and as otherwise authorized in these resolutions, be and they hereby are authorized to commence investigations and discussions with property owners holding title to the Properties for the site of the Library Project; and further

RESOLVED, that the KCPL Board hereby authorizes counsel for the Library to provide such assistance, including preparation of a form of option agreement to be used for purposes of such investigations and discussion, as may be required to facilitate such investigations and discussions with the property owners of the Property; and further

RESOLVED, that the KCPL Board urges the Foundation to pursue funding on behalf of the Foundation and the Library for purposes of acquiring such options on the Property; and further

RESOLVED, that these Resolutions express the intent of the KCPL Board to move forward on the investigation and discussions with respect to acquiring the Property, but it is further expressly understood and agreed that before any binding options or agreements with respect to the Property are executed, definitive copies of such options and agreements, containing the terms and conditions of such options or agreements, must be presented to the KCPL Board for its specific consent and approval; and further

RESOLVED, that the Chairmen and the President of the KCPL Board be, and they hereby are, authorized and permitted to take such other action as may be necessary to carry into effect the intent and purpose of these

resolutions, subject to the limitations contained herein.

Ms. Tarr also reported that the joint committees had discussed the unfinished space that is anticipated in the new Main Library. She stated that it might be possible to find a tenant for the space until such time as the library has need of the space for library services.

Upon motion by Ms. Poffenbarger, seconded by Ms. Russell and unanimously carried the following resolution was adopted:

WHEREAS, the design for the new main library includes some unfinished square footage on the third floor that could be used in the future for library services; and

WHEREAS, there is no immediate library use designated for the space; and

WHEREAS, this space might generate revenue for the library if a compatible tenant could be found.

NOW THEREFORE BE IT RESOLVED, that the KCPL Board President and the Library Director may investigate, and enter into preliminary discussions with, interested parties about potential tenants for, and uses of, the unfinished square footage, and report back to the KCPL Board about these discussions; and

FURTHER RESOLVED, that only the KCPL Board of Directors is empowered to approve and enter into a specific agreement with any prospective tenant about the use of the unfinished square footage.

Mr. Kauffelt stated that public agencies tend to expand and asked if the Board would want the space available for further expansion. He suggested that the Board may not want to offer the space to a long-term tenant. Ms. Tarr stated that the Board is only currently looking for a short-term tenant.

2. Governmental Relations. Ms. Gage reported that the committee hosted two informational sessions in December for the legislators. At these meetings the legislators were informed about the major accomplishments of the library during the past year and were presented with the library's requests for budget digest funds.

Ms. Gage also stated that a reception sponsored by the West Virginia Library Association for the legislators will be held in the Grand Hall of the Cultural Center on February 10 from 5:00p.m. – 7:00p.m. Tickets are $25 each and members of the Board may obtain tickets through Angie Cash.

3. Membership Committee. Ms. Poffenbarger reported that the committee is awaiting a reply back from a possible candidate.

4. Ad-Hoc Legal Affairs. Mr. Ray reported that the committee met and discussed a draft of a request for proposal for the professional services of a financial advisor and bond counsel. The committee is waiting to speak with the presidents of the Board of Education and the County Commission before the library advertises for these services.

5. Building Committee. Mr. Rolston reported that the committee met with the architects on Friday, January 9 and reviewed the latest proposed design for the new Main Library. Ms. Wright showed drawings of draft exterior views of the building from the Clay Center and from Quarrier Street. Ms. Wright and Mr. Branner, the architect, have reviewed the proposed design and use of interior space as requested at the previous building committee meeting. As a result of that review, approximately 14,000 square feet have been reduced from the design. The next step will involve laying out the furniture and equipment for each department taking into consideration the space revisions. The architects will then review the revised layout with each department at the next staff meeting on January 23.

Ms. Tarr expressed her appreciation to Ms. Wright and the architects for their many hours spent in reviewing and revising the design.

Mr. Rolston stated that the Building Committee has approved a facilities improvement plan for other KCPL branches which need additional space. As the plan is a rather lengthy document, a copy will be sent to each Board member and will be discussed at the next Board meeting.

OLD BUSINESS:

1. Board Retreat. The members of the Board discussed having the Board Retreat on March 20. Ms. Tarr stated that she hopes to use the retreat to develop more information

related to the new Main Library building project. Members of the Friends Steering Committee and the Board of the Library Foundation will be invited to attend.

2. Evaluation of Director. Evaluation forms were distributed. Mrs. Rugeley asked Board members to complete the performance evaluation on Ms. Wright and return the forms to Angie Cash within the next ten days.

NEW BUSINESS:

1. Ms. Wright reported that J.D. Waggoner, Executive Director of the West Virginia Library Commission, called about six weeks ago to discuss with her the opportunity to host an event marking the completion of the national computers and libraries program of the Bill and Melinda Gates Foundation. He indicated that the Gates Foundation wanted to hold the event in West Virginia and had given him criteria for the type of library they would like to have host the event. After numerous e-mails, phone calls and even a site visit Ms. Wright stated that the event will take place the morning of January 14 at the Sissonville branch. The event is not open to the public although news media will be there. After welcoming Melinda Gates and Sylvia Matthews, Chief Executive Officer of the Gates Foundation and a native West Virginian, there will be a tour of the library. The guests will also observe a computer training session for the public. There will then be a group discussion led by Mrs. Gates with Linda Wright, Pat Abbott, Toni Blessing, Elizabeth Fraser and several patrons.

Ms. Wright stated that the grants made to public libraries by the Gates Foundation gave libraries across the country the ability to take a giant step forward in what was, five years ago, the relatively new arena of the Internet. Prior to receiving the grant from the Gates Foundation, there were a total of 30 public access computers in the KCPL system. The grant provided 42 computers for KCPL including those in the technology center, which has been a great benefit to KCPL for staff training. Today we have 110 public access computers in use across the library system.

There being no further business, the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON FEBRUARY 9, 2004

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 9, 2004 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Ray
Dr. Byrd	Mr. Rolston
Ms. Chilton	Mrs. Rugeley
Ms. Cloer	Mr. Smith
Ms. Gage	Ms. Tarr
Mr. Kauffelt	Ms. Whitehead
Ms. Poffenbarger	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Dr. Bailey, seconded by Dr. Byrd and unanimously carried, the Minutes of the January 12, 2004 meeting were approved as mailed.

Approval of Bills. In accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Ray, and unanimously carried, the payment of General Bills in the amount of $170,607.68 and the Book Bills in the amount of $66,060.13 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $ 682.17 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Dr. Bailey and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of January. Included were the following:

We were very pleasantly surprised to have very, very few patron complaints about the demise of Fine Free Thursdays. Patrons seemed to be aware of the change and to appreciate the one-week grace period that has been instituted. We have already begun to see some change in the patterns of usage by the public and hopefully this will continue and we can see a more balanced pattern of use throughout the week.

The Children's Department and the Elk Valley, Riverside and St. Albans branch libraries began to circulate several types of LeapPad players and the cartridge and book sets. This electronic device helps children learn to read. This project was funded by a grant from the Greater Kanawha Valley Foundation.

The major event in January was the visit of Melinda Gates to the Sissonville Branch Library. During her visit she had a tour of the branch by Sissonville Branch Librarian Pat Abbott and she observed a patron training session conducted by Jen Dawson of the Reference Department. There was then a roundtable discussion with 3 patrons as well as Toni Blessing, Riverside Branch Librarian, Elizabeth Fraser, the Head of Reference, Pat and myself. Ms. Gates was very interested in hearing about the impact of computers in libraries from the patrons both those in the training session as well as those in the roundtable discussion. Sylvia Matthews, current CEO of the Gates Foundation and a native of West Virginia, accompanied Ms. Gates. They were both

extremely cordial and both seemed to be very impressed with what they saw and heard during their visit. The staff Gates Foundation members we had worked with to arrange the visit seemed to be very pleased with the event.

REPORTS OF COMMITTEES:

1. Financial Affairs Committee. Upon motion by Mr. Smith, seconded by Dr. Bailey and unanimously carried the following two resolutions were adopted:

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for the fiscal year 2004/2005:

Branch	FY 2004-2005
Clendenin	$ 3,355
Cross Lanes	$ 7,490
Dunbar	$58,781
Elk Valley	$ 6,267
Glasgow	$ 544
Marmet	$ 2,574
Riverside	$ 6,372
St. Albans	$87,634
Sissonville	$ 5,714
Total	$178,731

RESOLVED, That the Library Director discuss with the members of the Dunbar Library Advisory Board the concern of the Board of the Kanawha County Library about the failure of the City of Dunbar over the past several years to pay the amount requested by the Kanawha County Public Library to cover a portion of the operating costs of the Dunbar Branch Library; and further

RESOLVED, That the Dunbar Advisory Board be encouraged to meet with City officials and to advise the City about the concern that Kanawha County Public Library Board of Directors has about this and about the possible consequences that this continued shortfall in funding may have in the future on the operations and expansion the Dunbar Branch Library to be considered the Board of

Directors; and further

RESOLVED, That the Library Director is hereby authorized to take such steps and provide such information to the Dunbar Library Advisory Board and the City of Dunbar that may be helpful in carrying out the intent and purpose of the foregoing resolutions.

Mr. Smith reported that the auditors had recommended that the library have a stated policy for handling unclaimed property.

Mr. Smith made a motion to adopt the following resolution:

RESOLVED, That the following financial policy be adopted and added to the library's financial policies manual:

In compliance with the Uniform Unclaimed Property Act, West Virginia Code Section 36-8-1 et seq., the Kanawha County Public Library sets forth the following procedures.

1. A list of outstanding checks dated over six months old will be added to the Unclaimed Property file to be reviewed.

2. A review of the outstanding checks will be completed to determine if the owner of the unclaimed property can be located. If the owner is located a replacement check will be issued and a copy of the replacement check will be added to the unclaimed property file. If the owner cannot be located within six months of the review then the monies will be remitted to the State of West Virginia Treasurer in accordance with established state procedure.

Mr. Kauffelt expressed his concern that the resolution, as drafted, may impose requirements on the library not mandated by statute and offered to obtain more information on the subject.

Upon motion by Mr. Kauffelt, seconded by Ms. Gage and unanimously carried the above resolution was tabled until further information could be obtained.

2. Ad-Hoc Legal Affairs Committee. Mr. Ray reported that Ms. Wright and Dr. Bailey had visited Mr. Carper, President of the Kanawha County Commission, and Mr. Luoni and the County School Superintendent, Dr. Duerring, to discuss the process we plan to pursue to retain the professional services of bond counsel and a financial to provide the needed information for placing a bond issue regarding library building projects on the ballot. There were no objections from either of these entities. An ad has been placed with both Charleston newspapers and letters have been sent to the firms known to have experience in these areas. The deadline to receive proposals is February 20.

3. Legal Affairs Committee. Dr. Ranson reported that Mr. Winton and the attorney for Maynard C. Smith have had several discussions resulting in a settlement offer from Maynard C. Smith to KCPL in the amount of $7,000 for damage to the walkway caused by its dumpster. Dr. Ranson stated that the Legal Affairs Committee recommended that the Board accept Maynard C. Smith's settlement offer of $7,000, the amount Pray Construction has indicated it will charge for sidewalk replacement.

Upon motion by Dr. Bailey, seconded by Mrs. Rugeley and unanimously carried the following resolution was adopted:

WHEREAS, the Legal Affairs Committee has reviewed a certain Settlement

proposal with Maynard C. Smith Construction ("MCSC") with regard to correcting certain deficiencies in the concrete driveway adjoining the Library's property;

WHEREAS, the latest settlement proposal forwarded to MCSC from the Library was acceptable to MCSC and has been reviewed by Counsel for the Library;

WHEREAS, MCSC has requested that the Library give MCSC a release of claims in exchange for payment of $7000 for settlement of the dispute;

WHEREAS, counsel for the Library is satisfied with the scope and terms of the Release;

NOW THEREFORE, BE IT RESOLVED, that, in return for the payment of $7,000 the President of the Kanawha County Public Library Board of Directors is hereby authorized to execute a "Release of All Claims," in the form attached to this resolution, with respect to the Library's claim against MCSC for any damages MCSC caused to the Library-owned concrete walkway on the southern boundary of the Charleston Library property.

4. Building Committee. Mr. Rolston reported that the Building Committee and the Executive Committee met with the architects to discuss the latest designs for the interior and exterior of the new main library. The next meeting is scheduled for Monday, February 16. At that meeting the architects will do a presentation about various material combinations and associated color schemes that can be used in the new main library project.

Ms. Wright reported that the Building Committee had also approved the proposed facilities improvement plan. Upon motion by Mr. Rolston, seconded by Ms. Chilton and unanimously carried, the attached facilities improvement plan was adopted.

Ms. Wright stated that she would visit the branch libraries over the next few months to discuss the plan.

OLD BUSINESS:

1. Board Retreat. Ms. Tarr reminded Board members that the annual Board Retreat is scheduled for Saturday, March 20 from 9:00a.m. – 3:00p.m. at the Summit. Foundation Board members and Friends Steering Committee members will be invited to the retreat. The topic for the day will be the new Main Library project. Ms. Tarr stated that fundraising, advocacy, and prospects for a bond issue would be discussed and asked the members of the Board to let her know if they had other suggestions for topics to be included.

NEW BUSINESS:

1. Library Foundation. Mrs. Rugeley reported that the Board of the Library Foundation had met and were recommending Mr. Ned Rose to be appointed to the Board to fill the vacancy on the Board created by the death of Mr. Thad Epps. Mr. Rose is a local attorney and long time Read Aloud volunteer.

Upon motion by Mrs. Rugeley, seconded by Mr. Kauffelt and unanimously carried the following resolution was adopted:

RESOLVED, That Ned Rose be appointed to the board of the Library Foundation of Kanawha County for a term ending 6/30/04.

Mrs. Rugeley also stated that the Foundation Board has another vacancy. Dr. Bipin Avashia and his family are moving to Kansas City. The Nominating Committee will be meeting soon to determine a replacement for him and to add three new members to the Foundation Board.

Mrs. Rugeley stated that the Foundation Board almost met the annual fund goal of $45,000. Just over $44,00 was raised this year. By comparison the first annual fund goal in 1999 was $25,000.

Mrs. Rugeley reported that since the Library is celebrating its 95th year, the Friends group will be doing a special fundraiser and will be approaching small businesses requesting a $95 contribution in honor of the library's 95 years of service.

2. South Charleston Letter. Mr. Ray reported that several months ago Mayor Robb of South Charleston came before the Building Committee and asked if the Board would consider making South Charleston the site for the new Main Library. At that meeting Mayor Robb was asked if South Charleston would consider merging with the Kanawha County Public Library system. Mr. Ray recently received a letter from Mayor Robb asking if the Board was still interested in a merger with South Charleston. Mr. Ray spoke with Ms. Wright who suggested several areas that would need to be considered carefully during any discussions about a merger. Mr. Ray will draft a response to Mayor Robb's inquiry.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON MARCH 8, 2004

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 8, 2004 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Poffenbarger
Dr. Bailey	Mrs. Rugeley
Dr. Byrd	Ms. Russell
Ms. Cloer	Mr. Smith
Ms. Gage	Ms. Tarr
Mr. Kauffelt	Ms. Whitehead
Ms. Pauer	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager, Ms. Karen Arnett, Automation Manager, Ms Elizabeth Fraser, Head of the Reference Department and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Ms. Cloer, seconded by Dr. Bailey and unanimously carried, the Minutes of the February 9, 2004 meeting were approved as mailed.

Approval of Bills. In accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Smith and unanimously carried, the payment of General Bills in the amount of $158,083.29 and the Book Bills in the amount of $55,851.43 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $745.51 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Smith and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of February. Included were the following:

February marked the beginning of a new aspect to our patron services, e-mail reference service from the Reference Department at the Main Library. The questions must be specific and not open ended. The Reference Department handled 59 e-mail inquiries during February.

During the month a number of programs were held around the system related to black history month. Another popular program this month was a session that was held in several locations on quilting.

Karen Arnett, the library's head of automation, presented a workshop on February 13 to school librarians on how to do various types of reports from the SIRSI library automation system.

Karen also reported that there has been almost a 25% decrease in the number of items in February qualifying to receive first overdue notices. We believe this is due to the elimination of Fine Free Thursdays and the instituting of a one-week grace period after the due date. The first overdue notice is usually sent at 10 days overdue. If this trend continues it will result in a very welcome decrease in postage costs as well as less staff time spent on these notices, a reduction in the use of envelopes and paper and printer toner. Karen has observed no change in the number of 2nd notices being sent out. Even with this decrease in 1st notices, we still sent out 6,308 1st notices and 2,965 2nd notices during February.

Pat Abbott, Sissonville Branch Librarian, has set a goal for her branch to have an increase in use by middle school students from Sissonville Middle School. She has been working with the school librarian and the principal on this project. On February 12 she spent 2 hours at the school doing library card registrations and received 120 new card applications. With the support of the school staff any student who uses the Sissonville Branch as supported by a library stamp on a special bookmark will receive extra points in the school's accelerated reader program.

Tracey Koenitzer, Young Adult Librarian, resigned effective February 13. She and her family have relocated to Indiana. Tammy Imel, who has worked for KCPL as a substitute librarian for the past year, has been selected to fill this vacancy. Tammy has her master's degree from the University of Kentucky and has previous professional experience as a school librarian.

REPORTS OF COMMITTEES:

1. Membership Committee: Ms. Poffenbarger reported that the committee met and is recommending Board approval for the following members to serve another six year term: Mr. Mike Albert, Mr. Harry Reustle and Ms. Susan Poffenbarger.

Upon motion by Mrs. Rugeley, seconded by Ms. Gage and unanimously carried the above names will be recommended to the Kanawha County Board of Education for another six year term to end June 30, 2010.

Ms. Poffenbarger also reported that she was awaiting a response from a candidate for the vacant position on the Board.

2. Ad Hoc Legal Affairs Committee. At this point in the meeting Ms. Tarr and Mr. Albert excused themselves from the meeting. Ms. Cloer, as first vice president, assumed the role of chair of the meeting and reported that the Ad-Hoc Legal Affairs committee has met on two occasions since the Request For Proposals have been received. There were only two responses for financial advisor, one from a firm headquartered out of state and one from Ferris Baker Watts. Dr. Bailey stated that there were several responses for bond counsel and that the committee is waiting until a financial advisor is retained before considering the proposals for bond counsel.

Upon motion by Dr. Bailey, seconded by Ms. Gage and unanimously carried the following resolution was adopted:

RESOLVED, That the library will retain the services of Ferris Baker Watts as financial advisor for a bond issue for capital improvements to library facilities at an amount not to exceed $20,000 for fees and for reimbursement of out-of-pocket expenses not to exceed $1000 and these expenses will accrue only if the bond issue is successfully passed.

Ms. Tarr and Mr. Albert then rejoined the meeting, and Ms. Tarr assumed the role of meeting chair.

3. Financial Affairs Committee. Mr. Smith reported that the committee had met and was recommending the adoption of the following resolutions related to requesting funds from the levying authorities for the next fiscal year.

Levying Authority - Board of Education

RESOLVED, that the Library requests the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,260,930 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2004;

RESOLVED FURTHER, that such request be transmitted to said Board of Education by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority - City of Charleston

RESOLVED, that the Library requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $797,492 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2004;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the

proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority - Kanawha County Commission

RESOLVED, that the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,260,930 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2004;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Upon motion by Mr. Smith, seconded by Mr. Albert, and unanimously carried, the above resolutions were adopted.

Upon motion by Mr. Smith, seconded by Ms. Poffenbarger the following resolution developed at the suggestion of the library's auditors was adopted:

RESOLVED, That the following financial policy be adopted and added to the library's financial policies manual:

In compliance with West Virginia State Code Section 36-8, the Kanawha County Public Library sets forth the following procedures for unclaimed property.

1. A list of outstanding checks dated over six months old will be added to the Unclaimed Property file to be reviewed.

2. A review of the outstanding checks will be completed to determine if the owner of the unclaimed property can be located. If the owner is located a replacement check will be issued and a copy of the replacement check will be added to the unclaimed property file. If the owner cannot be located within six months of the review then the monies will be remitted to the State of West Virginia Treasurer in accordance with established state procedure.

After discussion and upon motion by Dr. Byrd, seconded by Mrs. Rugeley, and unanimously carried the above resolution was amended to read:

RESOLVED, That the following financial policy be adopted and added to the library's financial policies manual:

In compliance with the Uniform Unclaimed Property Act, West Virginia Code Sections 36-8-1 et seq., the Kanawha County Public Library sets forth the following procedures for unclaimed property.

1. A list of outstanding checks dated over six months old will be added to the Unclaimed Property file to be reviewed.

2. A review of the outstanding checks will be completed to determine if the owner of the unclaimed property can be located. If the owner is located a replacement check will be issued and a copy of the replacement check will be added to the unclaimed property file. If the owner cannot be located within six months of the review then the monies will be remitted to the State of West Virginia Treasurer in accordance with established state procedure.

3. Building Committee. Mr. Rolston reported that due to the change in the placement of the main library building on the site and in order to have access to the

planned parking lot, the entrance to that parking lot may need to be moved further south on Leon Sullivan Way in order to work around the two buildings leased by Fibernet.

Upon motion by Mr. Albert, seconded by Mrs. Rugeley, and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to enter into a contract, in an amount not to exceed $2,500 for property appraisals of three (3) additional parcels within the proposed site of the new Main Library.

Ms. Wright then shared several different exterior sample drawings with different color schemes for the new Main Library that had recently been received from the architects.

OLD BUSINESS:

1. Board Retreat. Mrs. Wright stated that the Board Retreat will be held on Saturday, March 20, 2004 at the Summit Conference Center. A continental breakfast will be served at 8:30a.m. The meeting will begin at 9:00a.m. Lunch will also be provided. Items to be discussed during the day are milestones to date in planning for construction of the new Main Library to be given by Ms. Wright, a presentation on library advocacy to be given by Foundation Board chair Gina Rugeley and Friends Steering Committee chair,

Karen Lukens, and a presentation on organizing and conducting capital campaigns by Anne Johnson from the Library Community Foundation.

NEW BUSINESS:

1. Presentations of highlights from Public Library Association Conference. Ms. Wright stated that six staff members attended the Public Library Association Conference in Seattle, WA. Ms. Wright introduced three of the six staff members, Ms. Karen Arnett, Automation Manager, Ms. Elizabeth Fraser, Head of the Reference Department and Ms. Linda Miller, Public Services Manager. Each staff member gave a detailed presentation of highlights from the workshops they attended.

Dr. Bailey stated that he is always impressed with the staff at KCPL and thanked those who went to the conference for sharing this information.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON APRIL 12, 2004

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 12, 2004 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Poffenbarger
Dr. Bailey	Mr. Reustle
Dr. Byrd	Mr. Rolston
Ms. Chilton	Mrs. Rugeley
Ms. Cloer	Ms. Russell
Ms. Gage	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Ms. Pauer	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Guest: Mr. Steve Branner, ZMM Inc., Mr. Mike Montgomery and Mr. Steve Fridley, K.R. Montgomery and Associates.

Ms. Tarr, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Ms. Gage, seconded by Mrs. Rugeley and unanimously carried, the Minutes of the March 8, 2004 meeting were approved as mailed.

Approval of Bills. In accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert and unanimously carried, the payment of General Bills in the amount of $243,722.93 and the Book Bills in the amount of $72,211.84 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $274.29 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of March. Included were the following:

The usage of library materials increased by 9% compared to March of 2003. Almost 97,000 items were checked out last month. The overall circulation of materials for this fiscal year is up by 4%.

KCPL had 15 staff members attending the spring workshops offered by the West Virginia Library Association at the end of March.

Work being performed on the state network by WVNET, our Internet service provider, caused us to have what might best be termed as an erratic pattern to our network connection throughout the month of March. These disruptions have disappeared over the last two weeks, so apparently the work has been concluded.

There were a number of children's programs presented across the system in March to celebrate the 100th birthday of Dr. Seuss. Over 300 children enjoyed these programs. The Sissonville Branch presented a number of programs based on Dr. Seuss including a very popular Cat In The Hat Treasure Hunt. Several staff members from the Riverside Branch read Dr. Seuss books at the Cabin Creek Health Center. Members of the St. Albans staff presented a Dr. Seuss based puppet play to the entire student body at Alban Elementary.

The best-attended program in March was a presentation by a troupe of puppeteers, Mapcap Puppets, at the Main Library. 130 children and adults enjoyed this program. One member of the audience was so impressed with the program that she made a donation to the Library Foundation immediately after the performance.

The most popular adult programs in March were a series of History Alive performances scheduled to recognize Women's History Month. 100 people enjoyed presentations about Eleanor Roosevelt and Mary Todd Lincoln. Other popular adult programs offered in a number of locations in March were on gardening and quilting.

Patty Bergeron, a librarian in the children's department at the Main Library since 1991, has announced her retirement effective April 30th.

Upon motion by Mr. Kauffelt, seconded by Mr. Smith and unanimously carried the following resolution was adopted:

WHEREAS, Patty Bergeron was employed by the Kanawha County Public Library from September 30, 1991 until April 30, 2004; and

WHEREAS, Ms. Bergeron served as a librarian in the Children's Department at the Main Library; and

WHEREAS, Ms. Bergeron significantly improved the quality and quantity of programming offered by the library in elementary schools across the county and shared with countless numbers of children the wealth of information that can be found in books and encouraged them to enjoy reading; and

WHEREAS, Ms. Bergeron organized the numerous children's programming resources and developed databases itemizing these resources and created Resource Notebooks for all locations to use when requesting items for their programs; and

WHEREAS, Ms. Bergeron developed a large number of program kits for use around the system to improve the quality of pre-school programming and

to make much more efficient use of staff time and skills; and

WHEREAS, Ms. Bergeron organized and developed programming kits for childcare facilities in order to promote the inclusion of reading in these facilities; and

WHEREAS, Ms. Bergeron regularly participated in system wide library events such as the Street Fair and West Virginia Book Festival as well as assisting branch libraries with children's programs for special events such as the holiday open houses; and

WHEREAS, Ms. Bergeron fulfilled the responsibilities of her position with great competence, diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Ms. Bergeron's years of service to the library.

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Bergeron a retirement filled with good health and enjoyment of whatever areas of interest and endeavors she may choose;

AND BE IT FURTHER RESOLVED That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy thereof be furnished to Ms. Bergeron.

REPORTS OF COMMITTEES:

1. Membership Committee. Ms. Poffenbarger reported that the committee is recommending Mr. Matthew Smith to the Board of Directors to complete the vacant term left by Mr. Walter Price, which ends June 30, 2005. Mr. Smith is the Executive Vice President of Lending at Wesbanco. He also has previously served on the library's Marketing and Development Committee.

Upon motion by Dr. Byrd, seconded by Ms. Chilton and unanimously carried, it was the decision of the Board to approve submitting Mr. Smith's nomination to the Board of Education for consideration.

2. Ad-Hoc Legal Affairs Committee. Ms. Tarr stated that she and Mr. Albert had previously removed themselves from the Ad-Hoc Legal Affairs Committee due to a possible conflict of interest concerning KCPL's hiring of bond counsel. Ms. Tarr reported that, since Jackson Kelly PLLC has withdrawn its request for proposal for the bond counsel position, she and Mr. Albert will be able to participate in future Board discussions concerning this matter.

Dr. Bailey confirmed that Jackson Kelly has withdrawn its request for proposal for bond counsel; the committee has reviewed four other proposals for bond counsel submitted by local law firms. Upon motion from the committee, seconded by Mrs. Rugeley, it was moved to select Spilman Thomas and Battle PLLC as the library's bond counsel.

Ms. Tarr asked whether County Commissioner David Hardy, as a member of Spilman Thomas, would be precluded from voting on whether to place a KCPL bond issue on the ballot. Upon motion by Mr. Smith, seconded by Mr. Kauffelt, and unanimously carried, the above resolution was tabled until Ms. Wright could obtain additional information.

3. Building Committee. Mr. Rolston reported that the committee met to discuss the color scheme of the exterior of the new main library. The committee has narrowed the choices down to two color schemes, "red" and "green." Mr. Montgomery showed a PowerPoint presentation using each of these colors on the exterior of the building as well as in the pedestrian concourse in the interior of the building. Mr. Montgomery stated that the Building Committee was virtually split on deciding which color to choose.

Mr. Montgomery stated that in order to have something to take to the public it is important to go forward with one color scheme.

After some discussion the members of the Board stated their respective preference. Nine preferred the "green" scheme, and five preferred the "red scheme." Mr. Montgomery will proceed with further refinements of various exterior and interior schematic drawings using the "green" scheme.

Mr. Rolston also reported that the property owners on the proposed site have been mailed letters informing them of the appraised value of their property and requesting the opportunity to meet with each owner to discuss property options.

Ms. Wright stated that she and Steve Branner visited representatives of Fibernet and walked through the Fibernet building to see how the building was laid out. Ms. Wright stated that the building has an emergency generator with two fuel tanks that are located above ground. Each tank contains approximately 5,000 gallons of diesel fuel.

The tanks are located on the northwest corner of the Fibernet building. These tanks are inspected periodically by outside agencies. Mr. Branner stated that, in his opinion, the generator/fuel tanks would not pose a noise or safety problem during the construction/ operation of the proposed new downtown library.

After some discussion it was decided that Mr. Branner would contact the fire marshal to inquire about any potential problems.

OLD BUSINESS:

1. Kanawha County Commission. Ms. Tarr distributed a copy of a newspaper article incorrectly indicating that the Library had been denied a tax hike. Ms. Tarr explained that the headline apparently stemmed from the County Commission's letter to KCPL stating it was questionable that the library would receive its entire funding request given the current levy rate. Ms. Tarr, Ms. Wright and Dr. Ranson met with Mr. Alan Bleigh, County Administrator. The KCPL representatives discussed with Mr. Bleigh the formula for funding contained in the library's special bill and explained how KCPL had arrived at its current funding request. Mr. Bleigh acknowledged the accuracy of KCPL's calculations based on the special bill. However, Mr. Bleigh indicated that, in any given year, the County only collects 90-91% of current property taxes; the balance of the annual budget is met through the collection of delinquent taxes. An anticipated decrease in delinquent tax collections this year, coupled with the current levy rate, could result in the Library receiving less than its request. Mr. Bleigh indicated that KCPL is listed in the

County Commission's budget at $2,250,000.

2. Board Retreat. Ms. Tarr expressed appreciation to Ms. Wright for doing an excellent job organizing the retreat. She also expressed appreciation to Mrs. Rugeley and Ms. Lukens who did a presentation on library advocacy. Ms. Tarr stated that Ms. Johnson, who spoke about capital campaigns, expressed the need to have a timeline in place. At the retreat there was a brief discussion of using the library's upcoming centennial (2009) as a basis for the timeline and the capital campaign.

NEW BUSINESS

1. South Charleston. Ms. Tarr stated that the library had received a letter from Mayor Robb requesting a meeting to discuss a possible merger between South Charleston and the Kanawha County Public Library system. Mayor Robb put together a committee that consists of Mr. Butch Buckley and Mr. Warren Shirkey, who are both members of the South Charleston City Council, Mr. Jessie Haynes, President of the South Charleston Library Board and Ms. Marsha Smith, South Charleston City Treasurer, as an ex-officio member. Ms. Tarr stated that the representatives from KCPL would be herself, Dr. Bailey, Ms. Cloer and Ms. Wright with Mr. Ray serving as an ex-officio member. The first meeting to discuss a possible merger will take place on April 14 at the South Charleston City Council chambers.

2. National Library Week. Ms. Wright reported that National Library Week is April 18 – 24. The Library Foundation has agreed to purchase enough pizza for all library staff. The Marketing and Development Department will make a large poster for each branch and department to indicate the Board's appreciation for the work of the staff. Ms. Wright asked Board members to indicate on a sign up sheet if they would be able to visit a location(s) during National Library Week to express appreciation to the staff.

3. Other Dr. Bailey stated that he is writing a history of the library and requested the assistance of each board member. He would like to include a brief biography of each Board member in the history and asked each member to submit this to him in the next several months.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON MAY 10, 2004

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 10, 2004 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Kauffelt
Dr. Bailey	Ms. Pauer
Dr. Byrd	Ms. Poffenbarger
Ms. Chilton	Mr. Ray
Ms. Cloer	Mrs. Rugeley
Ms. Gage	Ms. Tarr

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mrs. Rugeley, seconded by Ms. Cloer, and unanimously carried, the Minutes of the April 12, 2004 meeting were approved as mailed.

Approval of Bills. In accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, the payment of General Bills in the amount of $114,022.24 and the Book Bills in the amount of $74,055.57 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,225.41 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of March. Included were the following.

National Library Week was celebrated with a number of performances for children by local singer/songwriter Ron Sowell. Approximately 450 children and adults attended the seven programs he gave during April. April also includes a Week of the Young Child. This week was recognized in a number of our locations by having art on display from local pre-school groups. Cross Lanes offered a program on trains in conjunction with members of the Model Railroaders Club and 45 people attended this program. Trains always seem to be a very popular subject around the system both with children and adults. The bookmobile as well as staff members from the Children's Department and Marketing and Development participated in the annual YMCA's Healthy Kids Day on Saturday, April 3. Almost 200 children and adults visited the bookmobile that day.

Over the past six months the staff at the Glasgow Branch have been working hard to give their branch a "make-over". The entire collection was thoroughly reviewed and items were removed that had not been used in some time. This eliminated the very crowded shelves and allowed books to be displayed at the ends of shelves. Furniture was rearranged allowing for a little more open space and the branch looks more inviting. Staff members decided to cap off all this work by having a special open house on April

20. Town employees delivered flyers about the open house to each household in Glasgow. The Mayor agreed to upgrade some of the lighting in the library as well. The open house was scheduled to coincide with the program by Ron Sowell and over 110 children from Cedar Grove Community School heard stories from Branch Services Manager Susanna Holstein as well as the program by Ron Sowell.

Also during April Dunbar's children's area was improved with the addition of more picture book shelving and the rearrangement of furniture. This work has improved the appearance of this area of the Dunbar Branch.

Karen Arnett and Todd Cook from the Automation staff and Jane Hughes, Head of Technical Services, attended the international users group meeting held by SIRSI, our library software vendor in St. Louis. Jane also served as KCPL's host for two statewide cataloging workshops as well as a user's group meeting held here at the Main Library by our regional library network, PALINET.

REPORTS FROM COMMITTEES:

1. Building Committee. Mr. Albert reported that letters have been sent to the owners of property on our new main library site. Another committee meeting is planned to discuss specifics of how to contact the property owners. He stated that a question had arisen concerning what information would be provided to the property owners. There have already been a few property owners that have requested information contained in the appraisals. He reported that the committee had developed a policy with regard to the release of information.

Upon motion by Mr. Albert, seconded by Mr. Ray and unanimously carried the following resolution was adopted:

WHEREAS, the Board of Directors of the Kanawha County Public Library has authorized the Property Acquisition Committee ("Committee") to proceed with initial steps to advise owners of property within the

overall site of the new Kanawha County Public Library ("Library") of the fact that the Library is interested in possibly acquiring that property; and

WHEREAS, the Committee, following several Committee meetings and further Board authorization, has forwarded a letter to the owners of that property ("transferring party") informing the transferring party of the planned location of the Library, of the interest of the Board in possibly acquiring that property and of the approximate appraised value of their specific tract or tracts;

WHEREAS, as a result of that correspondence, the Committee has received inquiries from those transferring parties requesting information about the plans of the Board with respect to particular parcels;

WHEREAS, based on the advice of counsel, the Committee believes that a uniform approach about what information should be disclosed to the transferring parties is in the best interest of the Board and the Library project.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library hereby adopts the policy that, except to the extent required by law through legal process, appraisal reports obtained on behalf of the Board for any property sought to be acquired for the Library, whether by bargain and sale, eminent domain, or otherwise, shall be confidential and not disclosed to the transferring party, except for the executive summary page and such other public information about the property that is readily obtainable.

2. Ad-Hoc Legal Affairs Committee. Mr. Ray reported that Jackson Kelly PLLC withdrew its request for proposal for the provision of bond counsel services prior to any recommendation being made by the committee. At the April Board of Director's meeting, the committee recommended that Spilman Thomas and Battle PLLC be hired as the Library's bond counsel. Mr. Ray stated that Spilman Thomas and Battle PLLC subsequently withdrew its request for proposal. The three remaining firms are: Bowles Rice McDavid Graff and Love, LLP, Edward McDevitt, lead attorney; Goodwin and Goodwin, William K. Bragg, lead attorney and Steptoe & Johnson PLLC, John C. Stump

and Vince Collins, lead attorneys. Mr. Ray reported that the committee had met and recommended that Steptoe and Johnson be hired as the Library's bond counsel. Ms. Tarr asked that the committee outline for the Board the specifics of each of the remaining law firm's proposals.

Following discussion of the remaining proposals and upon motion by Mr. Ray, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the firm of Steptoe & Johnson be retained to provide bond counsel services to the library at a fee not to exceed $18,000 including expenses.

3. Personnel Committee. At this point in the meeting Ms. Tarr excused Ms. Wright, Dr. Ranson, Ms. Miller and Ms. Cash from the meeting. The Board then reviewed a Freedom of Information Act request received from WSAZ-TV regarding staff salaries and the Library's response to that request for information.

Ms. Rugeley then reported to the Board the committee's recommendations regarding staff salaries.

Ms. Wright, Dr. Ranson, Ms. Miller and Ms. Cash then rejoined the meeting.

4. Financial Affairs Committee. Dr. Bailey presented a report from the committee about the proposed budget for the Library for fiscal year 2004/2005.

After discussion and upon a motion by Dr. Bailey, seconded by Mrs. Rugeley, and unanimously carried, the attached proposed budget for the fiscal year 2004/2005 was approved.

OLD BUSINESS:

1. South Charleston. Ms. Tarr stated that she, Dr. Bailey, Ms. Cloer and Ms. Wright met with representatives from South Charleston regarding a possible merger of KCPL with the South Charleston Public Library. Ms. Wright reported that, following the meeting with the South Charleston representatives, she met with the Library Director at South Charleston and requested information about various aspects of the operation of the South Charleston Library. Ms. Wright has begun to review the information from South Charleston, which she recently received and will report back to the Board once her review is complete.

2. National Library Week. Ms. Wright expressed appreciation to the Board members on behalf of the staff for the recognition, pizza and visits from the Board members during National Library Week. Ms. Tarr also thanked the Board members who gave their time to visit the different locations.

NEW BUSINESS:

1. Mayor Jones. Ms. Tarr stated that she and Ms. Wright met with Mayor Jones and were able to show him the plans for the new main library and discuss aspects of this project. Mayor Jones indicated that he would be in favor of the project.

2. Nominating Committee. Ms. Tarr stated that she has appointed Dr. Byrd, Ms. Chilton and Mr. Reustle to serve on the Nominating Committee with Mrs. Rugeley as Chair.

There being no further business the meeting was adjourned.

President

Secretary

KANAWHA COUNTY PUBLIC LIBRARY
2004/2005 BUDGET
INCOME

Levying Authorities

Board of Education	2,260,930
County Commission	2,260,930
City of Charleston	797,492
Subtotal	**5,319,352**

State Grants

Grant In Aid (@ 4.01 per capita)	737,653
Nitro Administrative Fee	4,329
Budget Digest	0
	741,982
Subtotal	

Branch Support

Clendenin	3,355
Cross Lanes	7,490
Dunbar	58,781
Elk Valley	6,267
Glasgow	544
Marmet	2,574
Riverside	6,372
St. Albans	87,634
Sissonville	5,714
Subtotal	**178,731**

Adopted by the Board of Directors at its May 10, 2004 meeting

KANAWHA COUNTY PUBLIC LIBRARY
2004/2005 BUDGET
INCOME

Other

Fund Balance	39,000
Clendenin Flood Insurance Reserve	700
Fines and Fees	100,148
Interest	15,000
Miscellaneous/Booksale/Parking	60,000
Jacobson Fund	40,000
Library Foundation	5,000
Subtotal	**259,848**
GRAND TOTAL	**6,499,913**

***Total income as of 3/31/04 does not include monies received in July for fiscal year 2002/2003 in the amount of $544,633.21**

Adopted by the Board of Directors at its May 10, 2004 meeting

KANAWHA COUNTY PUBLIC LIBRARY
2004/2005 BUDGET
EXPENSE

Salaries (114 FTE)	
Full-time Professional	1,203,698
Full-time Paraprofessionals	1,501,505
Part-time Paraprofessionals	361,926
Substitute Professionals	8,000
Substitute Paraprofessionals	75,000
Overtime	2,500
Salaries Subtotal	**3,152,629**
Benefits	
Drug and Alcohol Screening	600
Education	7,000
Employee Assistance Program	1,500
Employee Parking	35,000
Retirement	294,917
FICA	241,176
Health Insurance	490,865
Dental/Vision Insurance	36,600
Disability Insurance	12,000
Workers Compensation	15,000
Unemployment Compensation	1,000
Subtotal	**1,135,658**
Salaries & Benefits Total	**4,288,287**
Materials for Collection	1,015,000
Collection Materials Total	**1,015,000**
Building and Equipment	
Automation Equipment	14,000
Automation Repair & Maintenance	93,000
Automation Software	15,000
Bookmobile Replacement	0
Building Repair & Maintenance	73,000

Adopted by the Board of Directors at its May 10, 2004 meeting

KANAWHA COUNTY PUBLIC LIBRARY
2004/2005 BUDGET
EXPENSE

Building Improvements	32,000
Building Remodeling	0
Equipment Repair & Maintenance	10,000
Furniture/Equipment Purchase	36,000
Rental, Equipment & Vehicle	1,000
Vehicle, Gas & Oil	10,600
Vehicle, Maintenance	13,900
Computer Equipment	36,500
Copier Expenses	12,500
Uniforms	1,200
Building & Equipment Subtotal	**348,700**
Personnel	
Recruitment	5,000
Training	22,000
Travel	30,000
Personnel Subtotal	**57,000**
Public Relations	
Printing	33,000
Programs	19,000
WV Book Festival	0
Advertising	38,000
Public Relations Subtotal	**90,000**
Supplies	
Automation Supplies	24,000
Housekeeping Supplies	14,000
Supplies	86,000
Supplies Subtotal	**124,000**

Adopted by the Board of Directors at its May 10, 2004 meeting

KANAWHA COUNTY PUBLIC LIBRARY
2004/2005 BUDGET
EXPENSE

Utilities	
Electricity	102,000
Water/Sewerage Treatment	25,000
Natural Gas	23,300
Fire Service Fee	900
Telephone	62,000
Trash Removal	7,300
Utilities Subtotal	**220,500**
Other	
Collection Expense for Overdue Materials	25,000
Postage/Freight	102,096
Refunds	1,500
Memberships	5,400
Audit	9,500
Property and Casualty Insurance	58,000
OCLC/Cataloging Data Expense	54,000
Miscellaneous	3,000
Nitro Administrative Fee	4,330
Professional Fees	25,000
Sales Tax	600
Security for Cross Lanes	800
Kiosk Maintenance & Lease	6,500
Capital Expenditure - Main Library	0
Capital Expenditure - Site Selection	0
Clendenin Expansion	0
Clendenin Flood Reserve	700
Sissonville Construction	0
Booksale	25,000
Other Subtotal	**321,426**
Capital Reserve Fund	0

Adopted by the Board of Directors at its May 10, 2004 meeting

KANAWHA COUNTY PUBLIC LIBRARY
2004/2005 BUDGET
EXPENSE

Contingency	35,000
	6,499,913

Adopted by the Board of Directors at its May 10, 2004 meeting

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON JUNE 14, 2004

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 14, 2004 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Poffenbarger
Dr. Bailey	Ms. Russell
Ms. Chilton	Mr. M. Smith
Ms. Gage	Ms. Tarr
Mr. Kauffelt	Ms. Whitehead

Guests: Ms. Marie Prezioso, Ferris, Baker, Watts and Mr. John Stump, Steptoe and Johnson.

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Ms. Tarr welcomed and introduced Mr. Matt Smith, new Board member.

Approval of Minutes. Upon motion by Mr. Albert, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the May 10, 2004 meeting were approved as mailed.

Approval of Bills. In accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, the payment of General Bills in the amount of $203,153.13 and the Book Bills in the amount of $86,071.87 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,500.91 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of May. Included were the following:

In addition to preparing for the Summer Library Club and making numerous school visits to promote these summer activities, most locations offered a number of public programs in May for all ages. For example Dunbar in partnership with the Kanawha Model Railroaders held a program on trains that had 80 in attendance. Also Dunbar with the assistance of refreshments from the Dunbar Woman's Club hosted a Mother's Day Tea. Elk Valley held another meeting of their young writer's group with 22 aspiring young authors in attendance. Marmet offered a well-attended program on tole painting. The official birthday party to celebrate the Town of Clendenin's 100th anniversary was held at the library. One of the many citizens who attended the party applied for her first library card. She is 91 years young. At the Main Library the Children's Department in cooperation with the American Red Cross held a workshop on babysitting. Children's also had two very well attended sessions of the ever popular "Snakes Alive" program with just over 400 adults and children in attendance. Also at the

Main Library the first of a special four part book discussion series entitled "Women of Mystery" was offered by Sara Sue Wright of the Reference Department.

The library was also represented at several community events in May. The Bookmobile participated in the Thomas Hospital's Healthy Kids Fair on May 1 and over 250 people visited the unit. Bridget Herndon of the St. Albans Library staff participated in a Family Night program at Anne Bailey Elementary School. A number of library staff members helped to staff the library's booth during the two days of the annual Senior Expo at the Civic Center.

Pat Abbott who has been the Sissonville branch manager will become the new branch manager at Riverside. We have hired a new librarian for Children's Services to replace Patty Bergeron. Katie Ross is a recent graduate of Kent State University and will be joining us at the end of June.

Finally I would like to share with you a very nice comment received in May in the Audiovisual Department from a patron who lives in Dunbar and uses both the Dunbar Library and the Main Library: "I lived in St. Petersburg, Florida for five years and the library there cannot even begin to compare with the superb quality of this library. Thank You."

REPORTS OF COMMITTEES:

1. Nominating Committee. Ms. Chilton reported that the committee had met and were recommending that the current slate of officers be continued for another year:

President – Pamela D. Tarr
1st Vice President – Caroline Cloer
2nd Vice President – Karen Gage
Secretary/Treasurer – Linda Wright
Assistant Secretary/Treasurer – Fred Ranson

Ms. Tarr asked if there were any comments or questions. She stated that the election of officers would take place at the annual meeting in July.

2.. Support Services Committee. Ms. Wright reported that the committee had met to discuss information from our insurance carrier concerning adding terrorism coverage. The committee did not think additional coverage was needed at this time.

3. Building Committee. Mr. Albert reported that several property owners have responded to the letters that were sent out regarding property options. There has been no response from the U.S. Postal Service.

OLD BUSINESS:

1. Overview of work to be performed by the financial advisor and bond counsel.

Ms. Tarr introduced Marie Prezioso of Ferris, Baker, Watts who has been retained as financial advisor and John Stump of Steptoe and Johnson who will serve as bond counsel.

Ms. Prezioso discussed various points related to the County Commission or the Board of Education placing a bond issue on the ballot on the Library's behalf. The County Commission has more stringent legal requirements to work within related to bond issues than does the Board of Education. Both the County Commission and the Board of Education must approve all items to be included on a ballot at least 90 days before the election. Ms. Prezioso indicated she was working on developing information about the additional dollar amounts that would be necessary to sell the bonds, pay the interest, etc. for several different levels of bond issues.

Mr. Stump reported that he was researching the WV Code and the Library's Special Law to determine if legally the Library would have to work through the Board of Education or whether the Library could determine which body it would like to have to

place a bond issue on the ballot. Mr. Stump indicated that he thought it would be very difficult to get an issue passed that was requesting the voters to approve an amount greater than 40 million dollars.

2. South Charleston. Ms. Wright stated that she has been accumulating information in order to analyze how the South Charleston Public Library operates and the costs of the operation. Ms. Wright stated that she has a meeting with Jennifer Soule, South Charleston Public Library Director at the end of this week. Ms. Wright also stated that Ms. Soule has been very cooperative in providing the information requested.

NEW BUSINESS:

1. Library Foundation. Upon motion by Ms. Chilton, seconded by Mr. Albert and unanimously carried the following resolution was adopted:

RESOLVED, That the following people be appointed as members of the Board of the Library Foundation of Kanawha County:

Tom Heywood for a term ending 6/30/10
John Ray for a term ending 6/30/10
Ned Rose for a term ending 6/30/10
Larry Rowe for a term ending 6/30/10
Martha Wehrle for a term ending 6/30/10
Ginny Ferretti for a term ending 6/30/06
Jeri Matheny for a term ending 6/30/08

2. Sidewalk at Main Library. Ms. Wright stated that the contractors are preparing to pour the concrete for the replacement of the walkway on the south side of the library's

building. She indicated that there was more damage to the building and grounds near the sidewalk than was previously realized. This damage is a result of the removal of the old Kanawha Hotel and/or the construction of the new office building.

The library is bringing in a structural engineer to evaluate the wall adjacent to the sidewalk. Mr. Ranson will meet with Mr. Kent George, General Manager, Midwinter, after the structural engineer has given his report.

3. Other. Ms. Tarr stated that there are two items of business for the KCPL Board to work on this summer: (1) the formation of a Timeline Committee for the main downtown library project and (2) some direction of how much money the KCPL Board will ask the Foundation Board to raise for the new main library.

Ms. Tarr reminded everyone of the Annual Meeting on July 12, 2004 at 2:00 at the Riverside Branch library.

There being no further business the meeting was adjourned.

Pamela Dawn Tarr
President

Linda G. Wright
Secretary

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